Financial Management System (FMS)
Lender Reporting Application
External User Guide

Release 3.0

Table of Contents

1 Introduction

1.1 *Purpose*

The purpose of the Lender User Guide is to introduce lenders and servicers to the Lender's Reporting Applicaton (LaRS), its primary functions, screen layout, and general process flow. Users will also learn how to setup and configure their computer to gain access to LaRS via the Internet.

1.2 *Overview of the Lender Payment Process*

The on-line LaRS replaces the previous paper ED Form 799. The goal of the LaRS program is to streamline the business processes associated with exchanging financial information with Lenders and Servicers. This involves developing new business activities that integrate Lender and Servicer reporting with the Financial Management System (FMS). These business activities include: allowing Lenders and Servicers to electronically complete and submit their reports, developing digital approval and ad hoc query functionality, complying with current legislative mandates, providing timely notification of errors following submission, and integrating all activities with concurrent Federal Student Aid (FSA) enterprise-wide initiatives.

1.3 *Responsibilities*

Every system user is granted a role based on LAP/LaRS responsibilities to which they are assigned. The system administrator links the role to each user's system logon ID in FMS. The following are descriptions of the roles in FMS:

FSA LaRS Lender/Servicer
This role has three different levels of security: View, Maintain and Submit. The Lender/Servicer will be assigned a level of access to FSA LaRS Form that coincides with the security level assigned to them. Each security level is explained in detail below:

> #### *View*
> This role allows the user to have "read only" access to their LaRS data. This access means that the user is able to view the data, but is unable to make any changes to this data. Users will not have access to any data besides their own.
>
> #### *Maintain*
> This role allows the user to view, update, and query their LaRS data, but will not be able to submit data. Users will not have access to any data besides their own. This role will also be able to update their Lender/Servicer profile data.
>
> #### *Submit*
> This role allows the user to view, update, submit and query their LaRS data. Users will not have access to any data besides their own. This role will also be able to update their Lender/Servicer profile data.

2   Sign on Procedures

Steps to access the LaRS application:

Open Internet Explorer, or another Internet browser. Type the following address:
http://www.fp.ed.gov, and press the **Enter** Key. After a few moments, the "Financial Partners Portal " page appears.

1.   **Click** on FMS under 'FSA Links' on the left side of the page
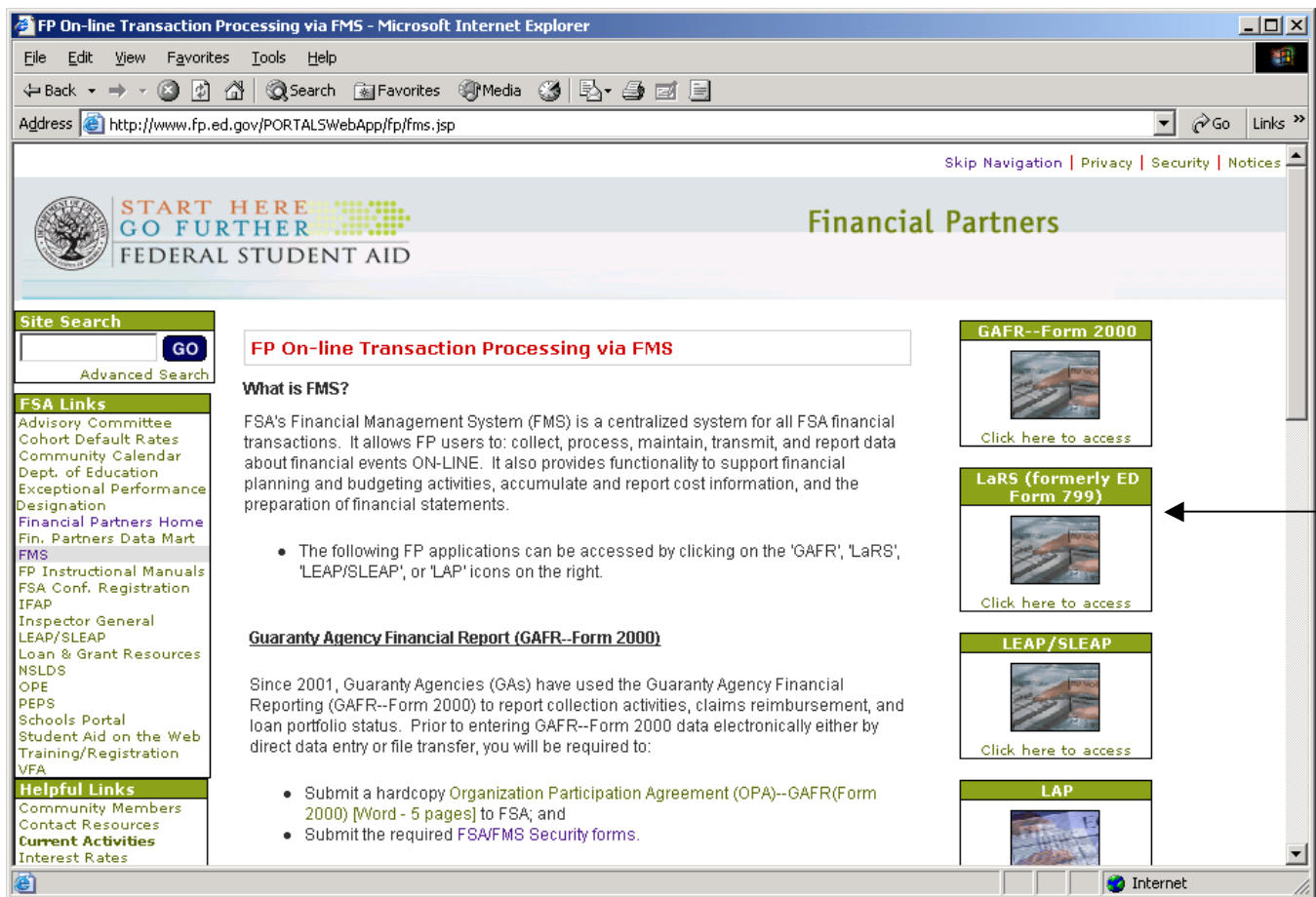
2. Click on the '**LARS (formerly ED Form 799**)' box on the right.   The Oracle Applications logon screen will appear.

    NOTE: if a "Security Warning" window appears, you will need to install a plug-in called J-Initiator onto your desktop. For more information on how to do this, please refer to "Appendix C – Installing J-Initiator."

3. After clicking on the LaRs link the following message appears regarding the Terms of Use Please read and click on the **'I Agree'** button.

Open your web browser (Internet Explorer) and type in the URL (web page address) of the FMS. It is strongly recommended that you add the FMS link to your Internet Explorer favorites. The screen shown below will appear:
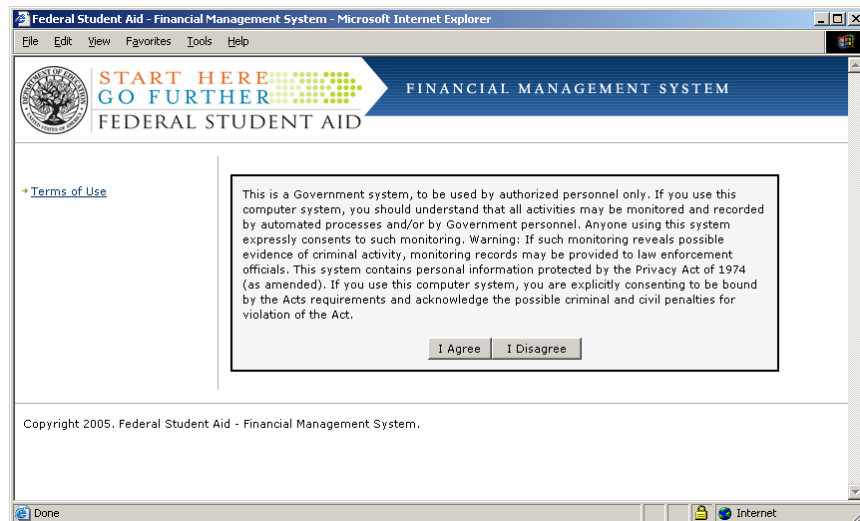
You will be required to click on either **'I Agree'** *or* **'I Disagree[1]'** *Once you agree to the Terms of use, the FMS login screen will be available.*

1. Input your FMS User name in the **User Name** field.

2. Tab to the **Password** field and input your password.

3. Press the Login key.

FYI *The first time you sign on to the system and every 90 days thereafter, a "Password Update" message will appear. The system will request the original password to be entered, and a new password to be entered and re-entered. The new password needs to have a minimum of 8 alphanumeric characters, and can be chosen by the user.*

3   Navigating in FMS

The following icons are available on the toolbar, which appears above Oracle forms. The icons appear on the toolbar in color when available for use, and gray when unavailable.
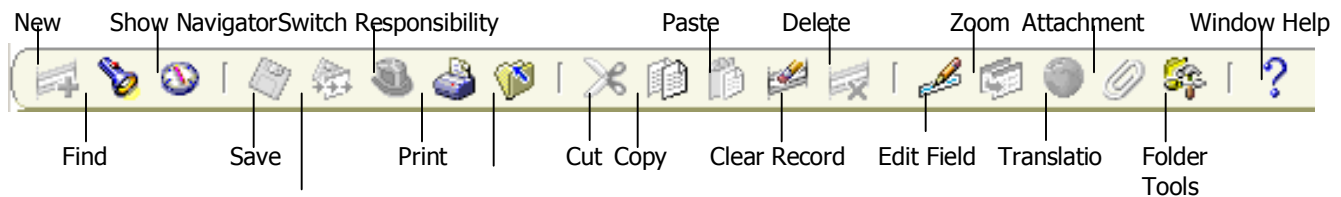
New	Creates a new record
Find	Opens Query Find window to select records
Show Navigator	Shows the Navigator window
Save	Saves any pending changes in the current form
Next step	Not applicable
Switch Responsibility	Displays the Responsibilities window – only displayed when the Navigator window is active
Print	Prints the current screen or in special cases, display a list of reports to print
Close form	Closes current form
Cut	Cuts selected text
Copy	Copies selected text
Paste	Pastes selection to a text box
Clear Record	Clears the current record from the window
Delete	Deletes the current record from the database
Edit Field	Opens the Editor window for the current field
Zoom	Invokes a custom-defined Zoom
Translations	Opens the Translations window
Attachments	Opens the Attachments window to update or view the current attachment or add a new attachment
Folder Tools	Opens the Folder tool palette
Window Help	Opens help for the current window

FYI   *You may find it helpful to print the FMS Toolbar Icon Glossary and use it as a desk reference as you process your LaRS.*

FYI   *To navigate forward through the fields on any LaRS screen, simply press on the tab key. To navigate backwards, hold the shift key down while pressing the tab key. This will move you backwards sequentially through the fields.*

-OR-

Use your mouse to put the cursor in a desired field at any time.

4   Update Profile (as a Lender)

Who: FSA LaRS Lender/Servicer Users with Maintain or Submit Access

Frequency: As Necessary

Scenario: The FSA LaRS Profile option enables authorized users, to search on a combination of Federal Tax ID, Lender/Servicer/Trustee Name and Lender/Servicer/Trustee ID. Once a query is performed for the desired data, the user will be able to make updates. Demographic information requested includes, contacts, , Guaranty Agencies, Servicers, and additional LIDs. In addition, lenders will be able to view their payment information.

Navigator Screen
Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following "Navigator" window appears.
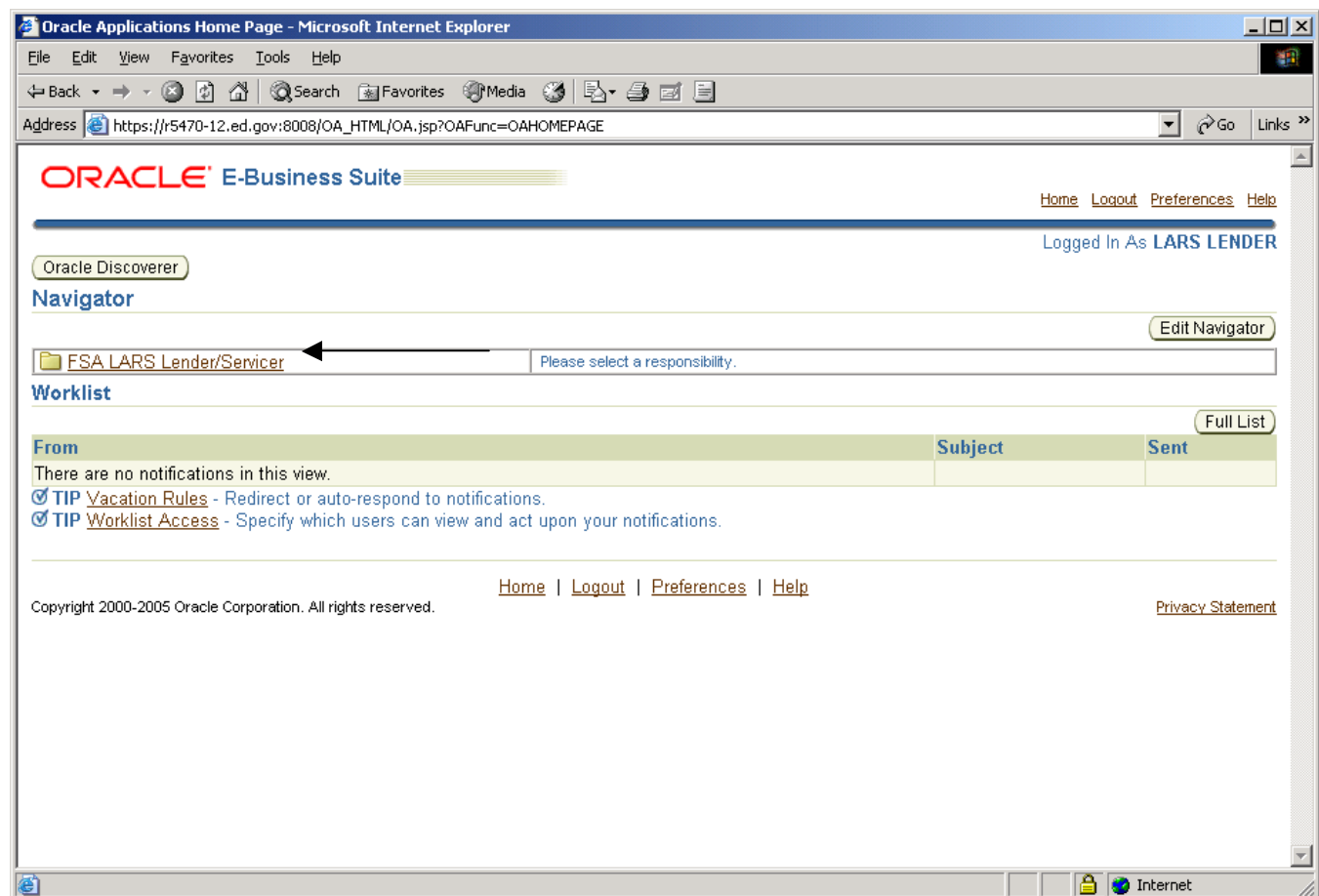
1.   <u>Double-click</u> on **FSA LaRS/LENDER SERVICER**
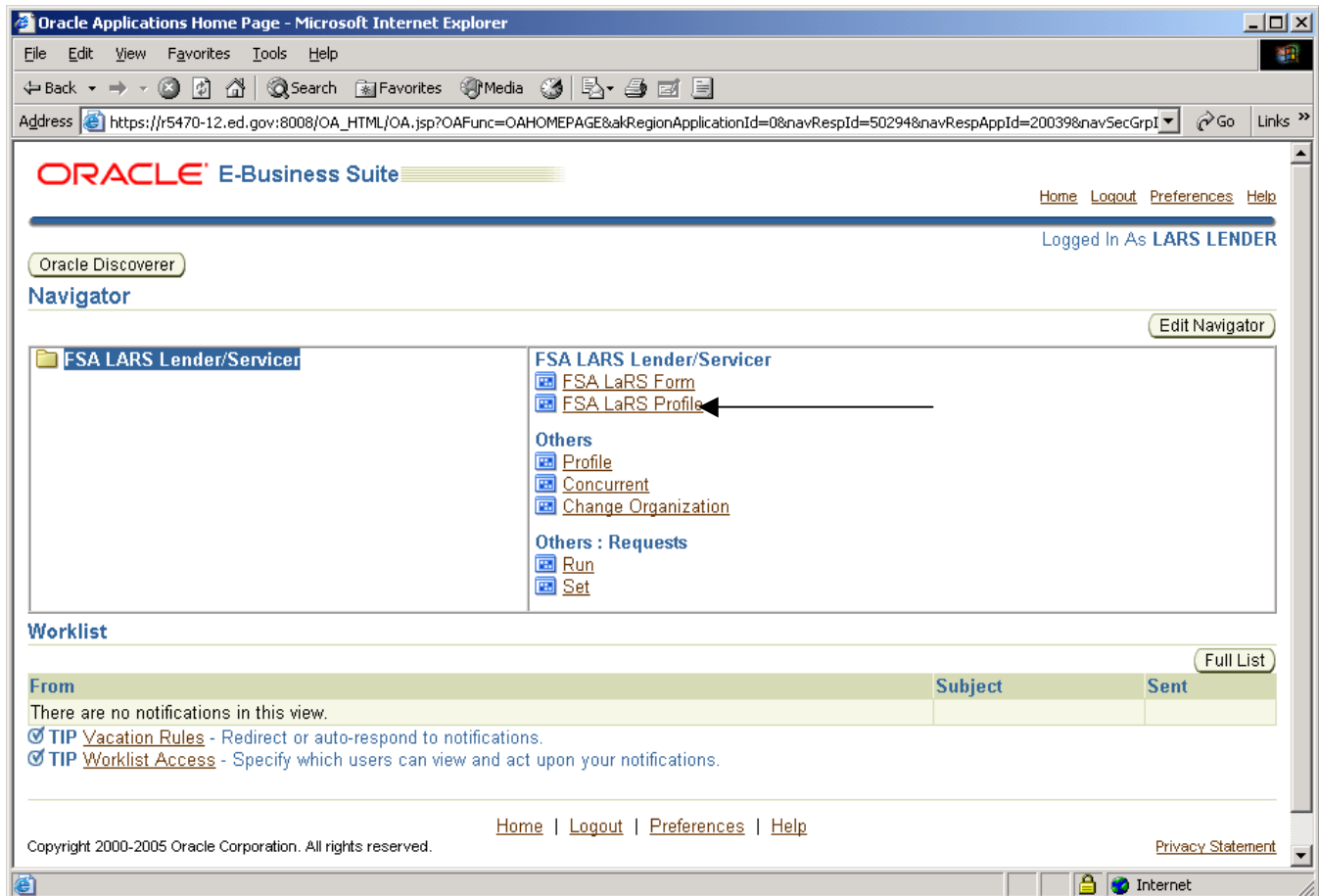
2.   Double-click on **FSA LaRS Profile**. This will open the LaRS Profile, "Contact Information" screen.

The first time you log on, the FMS JInitiator Certificate screen will be presented. To gain access to FMS, you must either select 'Grant this session' or 'Grant always'. If you select 'Grant this session', the FMS Jinitiator certificate screen will appear each time you log into the application. If you select 'Grant always', you will no longer be presented with this screen.

Once you grant approval on the JInitiator screen, a 'splash screen' will be appear and will remain open for the duration of your FMS session. Do not close this screen while you are in FMS

Contact Information

This screen enables authorized users to review, update and query on demographic information pertaining to organization's contact person.

1. <u>Tab</u> to the **Lender/Servicer/Trustee ID** field. For lenders who only have one LID, this screen will pre-populate .

2. <u>Click</u> the **View** option from the menu bar and <u>select</u> **Query by Example** from the drop down list **Enter** the LID that is to be queried, then select **ENTER**
                              Or

3. Or press F11, Enter the LID and Press CtrlF11.

4. The "Contact Information" screen will populate with all of the contact information pertaining to the organization.

1. <u>Note</u> the status of the **Is an OPA on file?** checkbox. If an OPA (Organization Participation Agreement) has been received from the organization , the box will be checked. If an OPA has not been received, the box will be unchecked. This is a "read only" field.

> **FYI**   *An OPA is an agreement that the user agrees to submit/receive data electronically on LaRS to/from the Department of Education. It is renewed every 2 years.*

2. <u>Note</u> the **Interest Calculation** field. If the interest calculation method shown is not accurate, <u>click</u> on the drop-down arrow. <u>Highlight</u> and <u>click</u> on the interest calculation method that the organization currently uses. This is a required field.

3. <u>Note</u> the **Institution Type** field. If the institution type shown does not accurately describe the organization, <u>click</u> on the drop-down arrow. <u>Highlight</u> and <u>click</u> on the institution type that best represents the organization. This is a required field.

4. <u>Note</u> the **Address** fields. If the address shown in the address lines is not current, <u>update</u> them with the appropriate information. The **Address Line 1** field is a required field. All other Address Line fields are optional.

> **FYI**   *When information is queried for a Lender or Servicer, the user will see only one record in the address block. When information is queried for a Trustee, there will be a second record in the Address block. The second record is the Entity information for the Trustee. If the user moves the cursor to this second record, the contact information displayed will be for the Entity record.*

5. <u>Scroll</u> to the right using the scroll bar arrows. The following fields will appear:
   - **City**
   - **State**
   - **ZIP Code**
   - **Area Code**
   - **Phone**
   - **Fax Area Code**
   - **Fax Number**

   If the information in any of these fields is not current, <u>update</u> them with the appropriate information.

6. <u>Note</u> the **First Name** field. If the contact person for the organization has changed, <u>update</u> this field with the first name of the appropriate contact person. The contact person should be authorized to address inquiries concerning information about the student loan program. This is a required field.

7. <u>Note</u> the **Middle Name** field. If the contact person for the   organization has changed, <u>update</u> this field with the middle initial of the appropriate contact person. This is not a required field.

8. <u>Note</u> the **Last Name** field. If the contact person for the organization has changed, <u>update</u> this field with the last name of the appropriate contact person. This is a required field.

9. <u>Note</u> the **Email Address** field. If the email address shown for the contact person is not current, <u>update</u> it with the appropriate information. This is a required field.

10. <u>Scroll</u> to the right using the scroll bar arrows. The following fields will appear:
    - **Area Code**
    - **Phone**

    If the information in any of these fields is not current, <u>update</u> them with the appropriate information.

11. Once the appropriate fields have been updated, <u>click</u> on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Servicer users with Submit access will be able to save changes.

12. Once the "Contact Information" screen has been updated and saved, <u>click</u> on the menu drop down arrow and select the next screen.

–OR-

13. If no further profile updates need to be made, <u>click</u> **File** from the menu bar and <u>select</u> **Close Form** from the drop down list. This will bring the user back to the "Navigator "window.

4.1 Payment Information (View Only!)

This screen enables authorized users to view and query on demographic information pertaining to the bank where the organization's lender's payment is sent. **No updates may be made to this screen**. If changes are necessary, contact the FMS Helpdesk at 1-800-433-7327, Option #3, or via email at fsa_lr@ed.gov.

1. Note the **Bank Name** field. This is the name of the financial institution where the payment should be sent.

2. Note the **Address** field. This is the street address where the payment should be sent.

3. Note the **City** field. This is the city where the bank is located.

4. <u>Note</u> the **State** field. This is the state where the bank is located.

5. <u>Note</u> the **ZIP** field. This is the ZIP code where the bank is located.

6. <u>Note</u> the **Number/ABA Number** field. This is routing number for the bank.

7. <u>Note</u> the **Bank Account Number** field. This is the account number to which deposits are made.

8. Once the "Payment Information" screen has been reviewed, <u>click</u> on the menu drop down arrow and <u>select</u> the next screen that needs to be updated.

–OR-

9. If no further profile updates need to be made, <u>click</u> the **File** option from the menu bar and <u>select</u> **Close Form** from the drop down list. This will bring the user back to the "Navigator" window.

4.2 Guaranty Agency Information

This screen enables authorized users to capture the Guaranty Agency associated with the Lender.

1. <u>Note</u> the Guaranty Agency listed in the **Name** field.

2. If the Guaranty Agency displayed is no longer valid, <u>click</u> in the **End Date** field and <u>input</u> the date the relationship ended.   To do so, click on the small box that appeared when you clicked in the End Date field. A calendar will appear:

Select the correct date and click the **OK** button. The **End Date** field will populate with the date chosen. **The End Date can also be entered manually in a DD-MON-YYYY format.**

FYI *The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. Click on any of the dates in the month to select the day.*

3. To add additional Guaranty Agencies, <u>click</u> inside the first empty **GA Code** field.

4. <u>Click</u> on the box that appears. The Guaranty Agency list will appear.

5. **Select** the appropriate Guaranty Agency from the Guaranty Agency list. **Click** the **OK** button. The Name and GA Code fields will automatically populate. These are required fields.

6. Once the appropriate fields have been updated, <u>click</u> on the **Save** icon to save the changes. **Note that only FSA LaRS   users with Submit access will be able to save changes.**

7. Once the "Guaranty Agency Information" screen has been updated and saved, <u>click</u> on the menu drop down arrow and <u>select</u> the next screen that needs to be updated.

–OR-

8. If no further profile updates need to be made, <u>click</u> the **File** option from the menu bar and <u>select</u> **Close Form** from the drop down list. This will bring the user back to the "Navigator" window.

FYI	*If more than seven Guaranty Agencies are associated with this LID, then press the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated Guaranty Agencies are listed.*

FYI	*To delete a Guaranty Agency from the Guaranty Agency screen, <u>click</u> inside the field that contains the name of the Guaranty Agency to be deleted. <u>Click</u> on the **Delete Record** icon and the record will be permanently deleted.*

4.3   *Servicer Information*

This screen enables authorized users to capture the Servicers associated with a specific Lender.

1. <u>Note</u> the Servicer listed in the **Servicer Name** field.

2. If the Servicer displayed is no longer valid, click in the **End Date** field and <u>input</u> the date the relationship ended. To do so, <u>click</u> on the box that appears in the End Date field - a calendar will appear:

3. Select the correct date and click the **OK** button. The **End Date** field will populate with the date chosen. **The End Date can also be entered manually in a DD-MON-YYYY format.**

FYI *The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. Click on any of the dates in the month to select the day.*

4. To add additional Servicers, <u>click</u> inside the first empty **Servicer Name** field.

5. <u>Click</u> on the button that appears in the Servicer Name fieldThe Servicers list will appear.

6. <u>Select</u> the appropriate Servicer from the Servicer list.

<u>Click</u> the **OK** button. The **Servicer Name** and **Servicer ID** fields will automatically populate. These are required fields.

7. <u>Click</u> on the drop down arrow beside the **Function** field. <u>Choose</u> the appropriate function for the Servicer.

    Note: Select 'Submit' if the Servicer fills out AND submits quarterly billings for the institution. Select "Maintain" if the Servicer completes but WILL NOT submit quarterly billings for the institution.

8. <u>Click</u> inside the **Start Date** field. This is a required field.   The Start Date field will pre-populate with the current date. **The Start Date can also be entered manually in a DD-MON-YYYY format or by selecting the calendar.**

9. If desired, an **End Date** for the servicer relationship can be entered, but it is not required. To enter an End Date, repeat steps 2 and 3. **The End Date can also be entered manually in an XX-MON-YYYY format.**

10. Once the appropriate fields have been updated, <u>click</u> on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Servicer users with Submit access will be able to save changes.

11. Once the "Servicer Information" screen has been updated and saved, <u>click</u> on the menu drop down arrow and <u>select</u> the next screen that needs to be updated.

–OR-

12. If no further profile updates need to be made, <u>click</u> the **Action** option from the menu bar and <u>select</u> **Close Window** from the drop down list. This will bring the user back to the "Navigator" window.

FYI *If more than seven Servicers are associated with this LID, then <u>press</u> the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated Servicers are listed.*

FYI *To delete a Servicer from the "Servicer Information" screen, <u>click</u> inside the field that contains the name of the Servicer to be deleted. <u>Click</u> on the **Delete Record** icon and the record will be permanently deleted.*

4.4   Additional LID(s) Information

This screen enables authorized users to capture any additional LID(s) the Lender uses for participation in the FFEL program.

1. Note the Lender listed in the **Vendor Name** field.

2. If the Lender displayed is no longer valid, click in the **End Date** field and input the date the relationship ended. Click on the box that appears in the End Date and a calendar will appear

3. <u>Select</u> the correct date and <u>click</u> the **OK** button. The **End Date** field will populate with the date chosen. **The End Date can also be entered manually in a DD-MON-YYYY format.**

FYI | *The arrows on the right increase and decrease the year. The arrows on the left increase and decrease the month. <u>Click</u> on any of the dates in the month to select the day.*

4. If the Lender administers any portion of their portfolio under a LID that is not already listed, <u>click</u> inside the first empty **LID Number** field and <u>input</u> the additional LID. <u>Press</u> **enter** when finished. If no name appears in the vendor name field, recheck that you entered the LID correctly.

5. <u>Note</u> that the **Vendor Name** and Start Date fields populates automatically.

6. <u>Click</u> inside the **Start Date** field. This is a required field. If the date is different that the current date, input the date the relationship started.   **The End Date can also be entered manually in a DD-MON-YYYY format.**

7. If desired, an **End Date** for the additional LID can be entered, but it is not required. To enter an End Date, repeat steps 2 and 3. **The End Date can also be entered manually in a XX-MON_YYYY format.**

8. Once the appropriate fields have been updated, <u>click</u> on the **Save** icon to save the changes. Note that only FSA LaRS   users with Submit access will be able to save changes.

9. Once the "Additional LID Information" screen has been updated and saved, <u>click</u> on the menu drop down arrow and <u>select</u> the next screen that needs to be updated.

10.   If no further profile updates need to be made, <u>click</u> the **File** option from the menu bar and <u>select</u> **Close Form** from the drop down list. This will bring the user back to the "Navigator" window.

–OR-

11. To close the LaRS application, <u>select </u>"Exit Oracle Applications" from the **Action** option on the menu bar.

FYI	*If more than seven LIDs are associated with this organization, then press the down arrow on your keyboard. A new line will be provided. Continue adding new lines until all of the associated LIDs are listed.*

FYI	*To delete a LID from the "Additional LIDs Information" screen, <u>click</u> inside the field that contains the name of the LID to be deleted. <u>Click </u>on the **Delete Record** icon and the record will be permanently deleted.*

5   Update Profile (as a Servicer)

Who: FSA LaRS Lender/Servicer Users with Maintain or Submit Access

Frequency: As Necessary

Scenario: The FSA LaRS Profile option enables authorized Servicers, to update their contact information. Servicers will also be able to view the Lenders who selected them to maintain their portfolio.

Navigator Screen: Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following "Navigator" window appears.
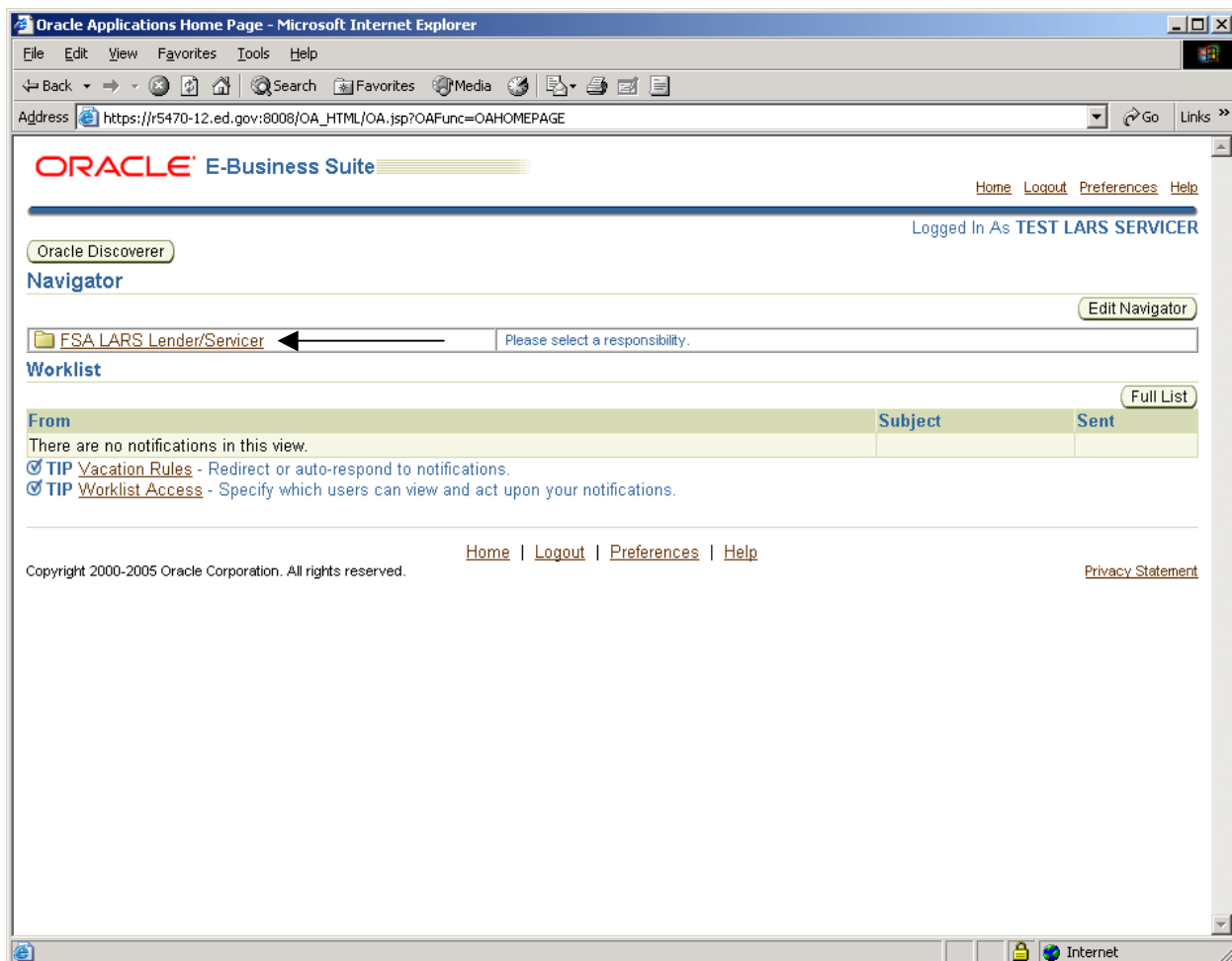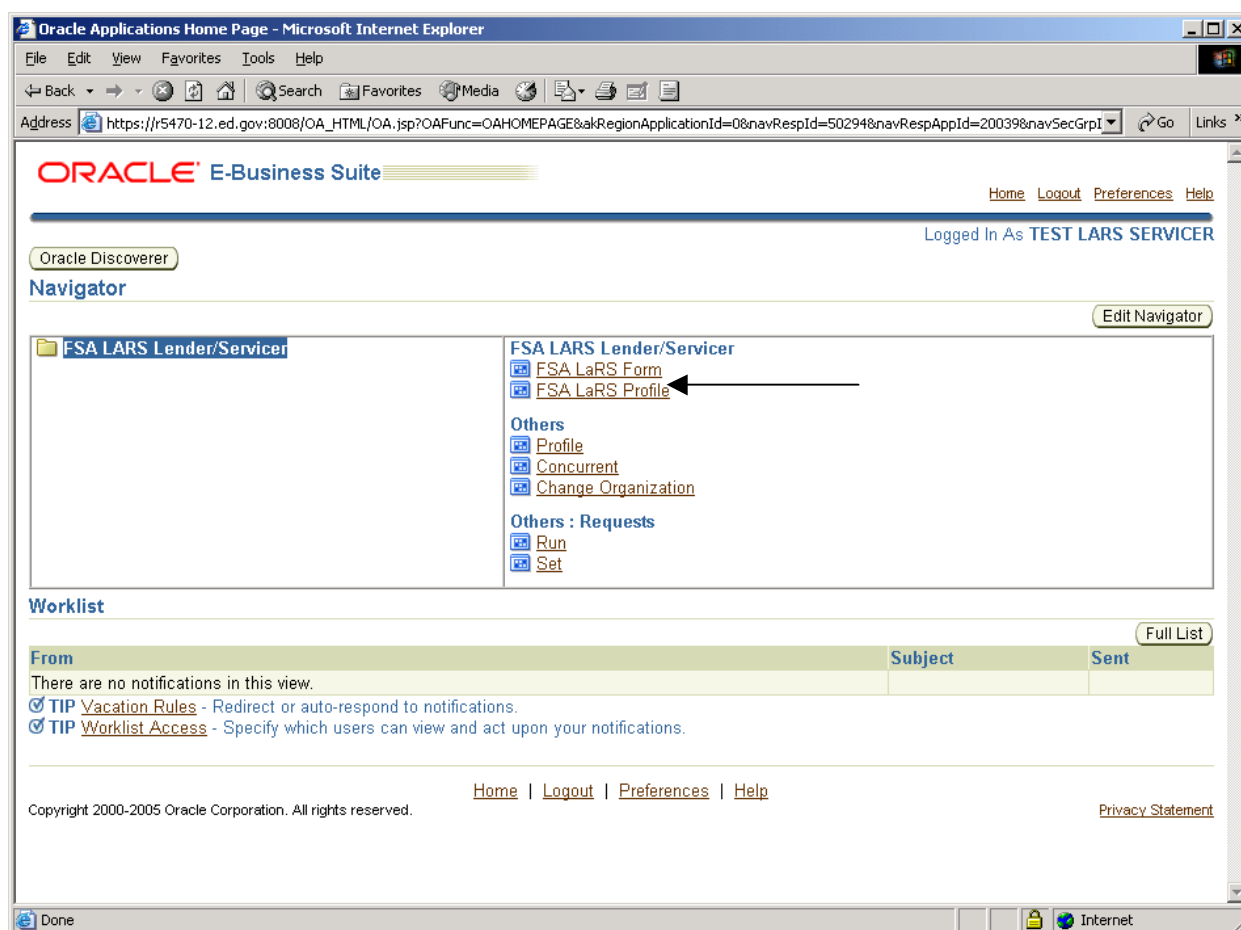
1. Double-click on **FSA LaRS Profiles.** This will open the LaRS Profile, "Contact Information" screen.

FYI	*Profile functionality is for update purposes only. Users may not insert new records through the Profile screens.*

5.1   Contact Information

This screen enables authorized users to review and update on demographic information pertaining to the Servicing organization's contact person.

5. <u>Tab</u> to the **Lender/Servicer/Trustee ID** field and <u>input</u> the ID that is to be queried. (For most users this screen will pre-populate for you upon log-in.) <u>Click</u> the **View** option from the menu bar and <u>select</u> **Query by Example** from the drop down list. Then select **ENTER** The "Contact Information" screen will populate with all of the contact information pertaining to the organization.

<div align="center">Or</div>

1. Or press F11, Enter the LID and Press CtrlF11.

> **FYI**
>
> *The **Lender/Servicer/Trustee Name** and **Federal Tax ID** fields will be populated and "read-only" based upon the Servicer who logged on.*

1. Note the status of the **Is an OPA on file?** checkbox. If an OPA (Organization Participation Agreement) has been received from the Lender/Servicer/Trustee, the box will be checked. If an OPA has not been received from the Lender/Servicer/Trustee, the box will be unchecked. This is a "read only" field.

2. <u>Note</u> the **Address** fields. If the address shown in the address lines is not current, <u>update</u> them with the appropriate information. The **Address Line 1** field is a required field. All other Address Line fields are optional.

3. <u>Scroll</u> to the right using the scroll bar arrows. The following fields will appear:

    - **City**
    - **State**
    - **ZIP Code**
    - **Area Code**
    - **Phone**
    - **Fax Area Code**
    - **Fax Number**
    - **Lender ID**

    If the information in any of these fields is not current, <u>update</u> them with the appropriate information.

4. <u>Note</u> the **First Name** field. If the contact person for the Servicing organization has changed, <u>update</u> this field with the first name of the appropriate contact person. The contact person should be knowledgable about the student loan program.   This is a required field.

5. <u>Note</u> the **Middle Name** field. If the contact person for organization has changed, <u>update</u> this field with the middle initial of the appropriate contact person. This is not a required field.

6. Note the **Last Name** field. If the contact person for the organization has changed, update this field with the last name of the appropriate contact person. This is a required field.

7. Note the **Email Address** field. If the email address shown for the contact person is not current, update it with the appropriate information. This is a required field.

8. Scroll to the right using the scroll bar arrows. The following fields will appear:

   - **Area Code**
   - **Phone***
   - **Title** (i.e. president, account manager, senior analyst)

   If the information in any of these fields is not current, update them with the appropriate information.

9. Once the appropriate fields have been updated, click on the **Save** icon to save the changes. Note that only FSA LaRS Lender/Servicer users with Submit access will be able to save changes.

10. Once the "Contact Information" screen has been updated and saved, click on the menu drop down arrow and select the next screen.

–OR-

11. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the "Navigator" window.

5.2   Lender Information

This screen allows Servicers to view all Lenders that have identified them as a valid Servicer.

1. Note the **Lender ID** field. This field contains the LID that corresponds to the organization listed in the Lender Name field. This is a "read only" field.

2. Note the Lender/Trustee listed in the **Lender Name** field. The organization listed selected this Servicer to manage their portfolio. This is a "read only" field.

3. Note the **Function** field. If the "Submit/View" option is selected, this Servicer fills out AND submits quarterly billings for the Lender/Trustee financial institution. If "Maintain" is selected, this Servicer fills out but DOES NOT submit quarterly billings for the organization. This is a "read only" field.

4. Note the **Start Date** field. The relationship between the Servicer and Lender/Trustee began on this date. This is a "read only" field.

5. Note the **End Date** field. This field may or may not be populated. The relationship between the Servicer and Lender/Trustee is set to end on this date. This is a "read only" field.

6. Once the "Lender Information" screen has been reviewed, click on the menu drop down arrow and select the next screen that needs to be updated.

<div align="center">-OR-</div>

7. If no further profile updates need to be made, click the **File** option from the menu bar and select **Close Form** from the drop down list. This will bring the user back to the "Navigator" window.

<div align="center">-OR-</div>

To close the LaRS application, select "Exit Oracle Applications" from the File option on the menu bar.

6   FSA LaRS Form

6.1   Complete FSA LaRS Form Online

Who: FSA LaRS Lender/Servicer users with Submit or Maintain Access

Frequency: Quarterly

Scenario: The FSA LaRS Form can be completed online by a FSA LaRS Lender or Servicer. Only users with **Submit** access will have the authority to submit. Users with Maintain access will be allowed to make updates, but will be unable to submit them.

Navigator Screen
Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following "Navigator" window appears.

1.   Double-click on FSA LARS Lender/Servicer

2.   Double-click on **FSA LaRS Form.**

-OR-
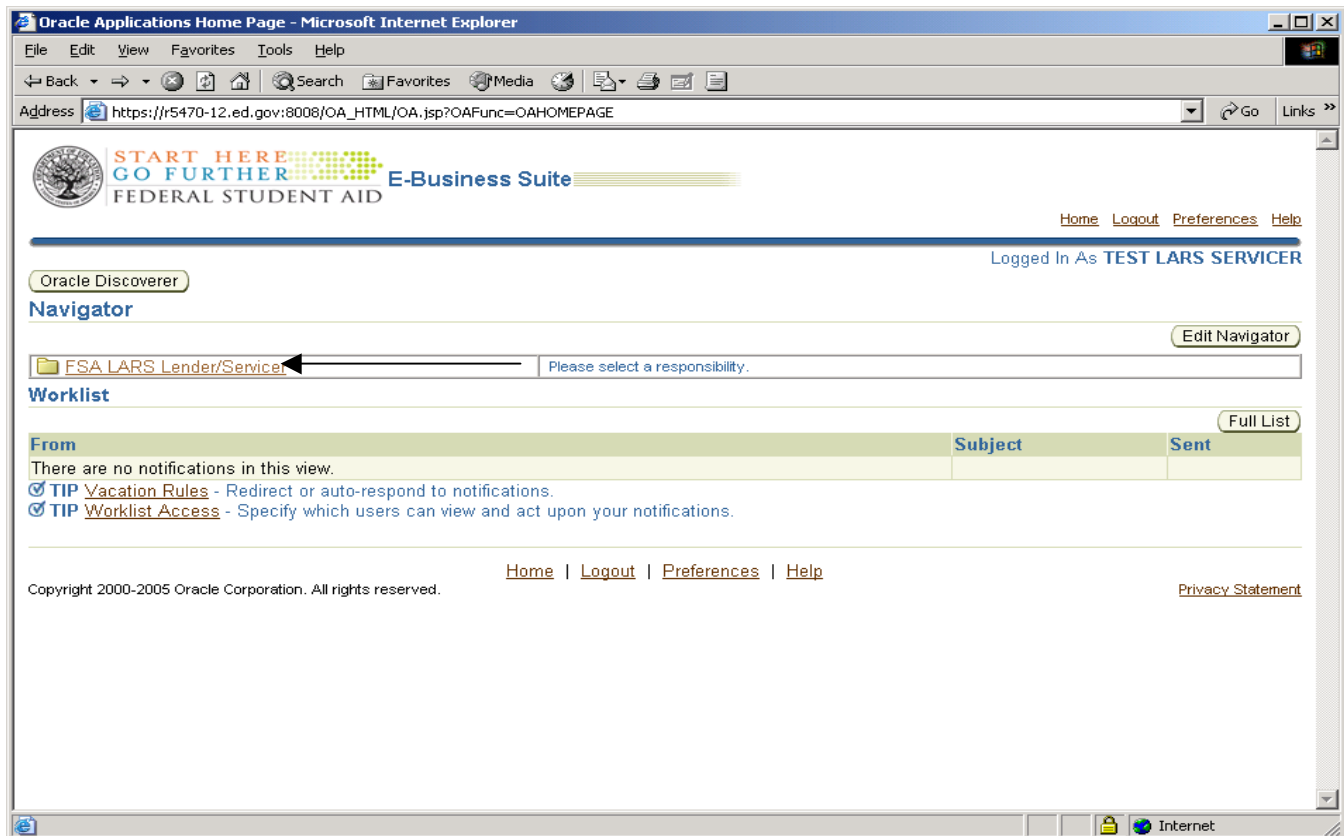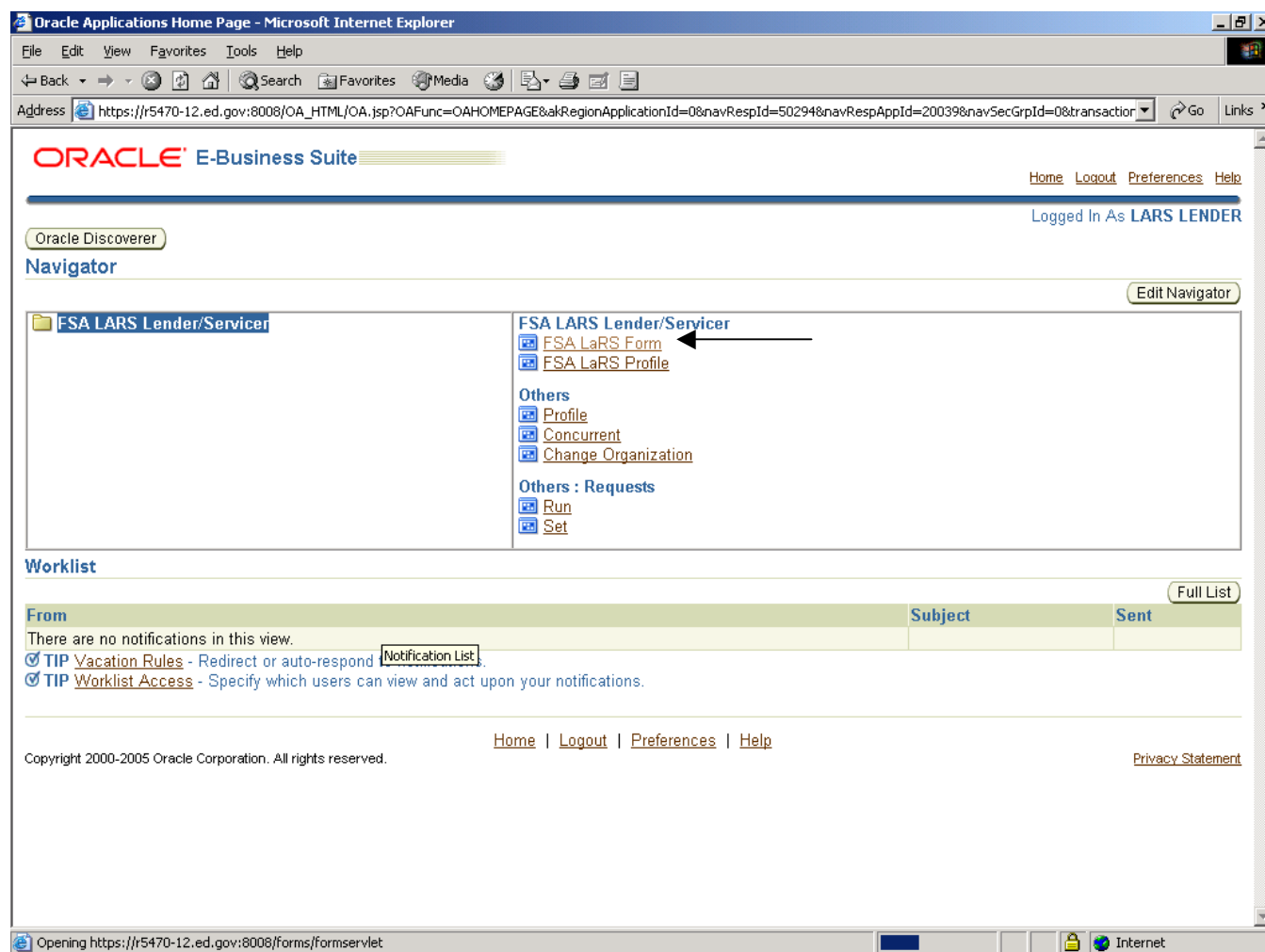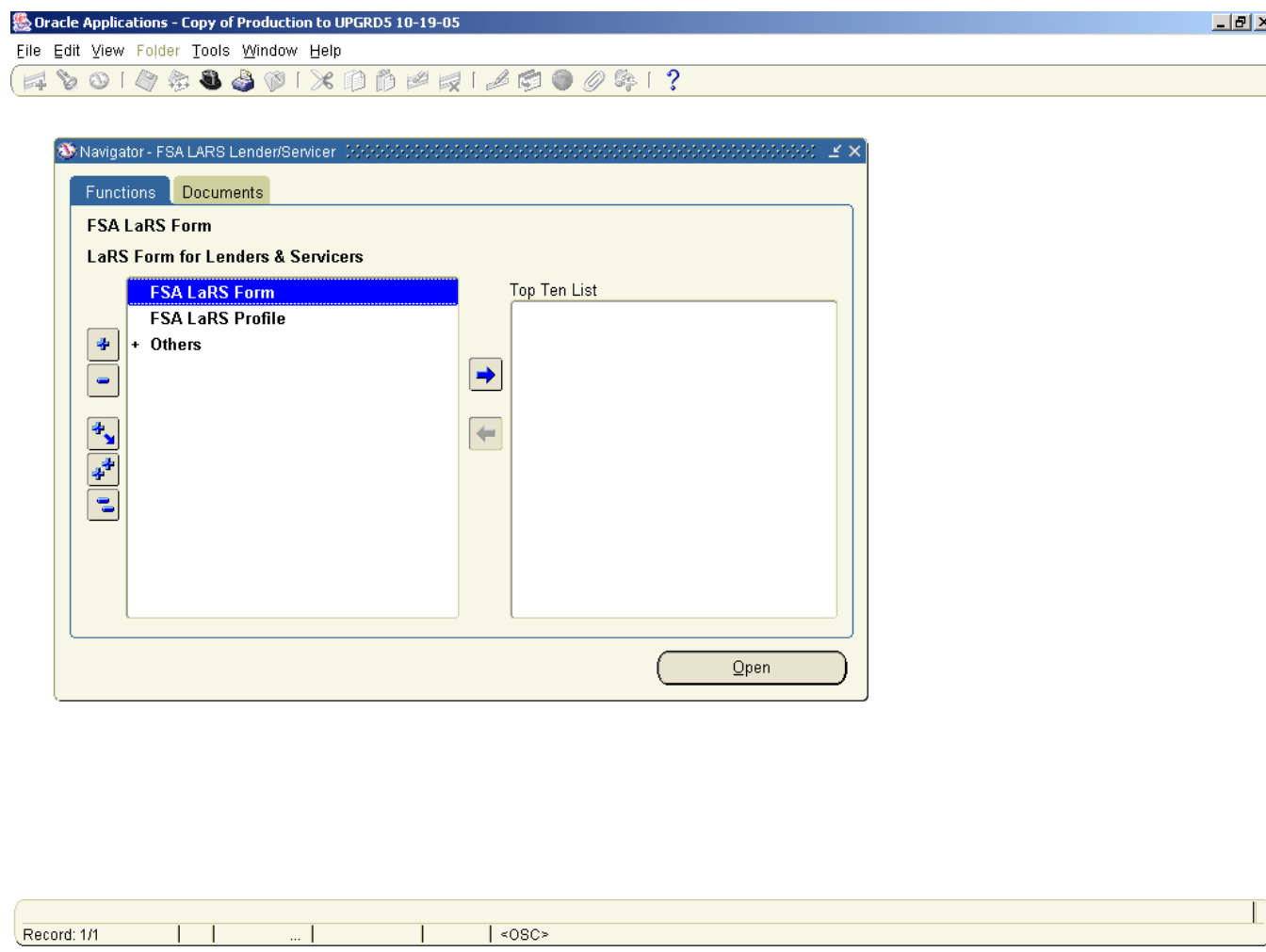
2. Highlight **FSA LaRS Form** and click the **Open** button. The "Selection of Billing Period" screen is displayed in "New" status.

FYI

Users with View Access will be able to review the screens in a "read only" status.

6.1.1 Selection of Billing Period (Lender)

This screen is used to capture identifying information for the LaRS submission. Specifically, Lender and Servicer Names and Identification numbers are captured, as is the date and quarter for the LaRS submission. Four questions require Yes/No answers to determine what sections of LaRS will apply to the given scenario.

SPECIAL NOTE: In the scenario below, the user logged on to LaRS as a Lender. As a Lender, the user enters their Lender ID (LID) and Name first, then enters the Servicer ID (if applicable). If the user logged on to LaRS as a Servicer the opposite would be true. This scenario will be covered in the next sub-topic 6.1.2 Selection of Billing Period (Servicer).

If you have only one LID, the Lender ID field will automatically populate with your LID. If you have multiple LIDs, the following steps should be followed:

1. Click in the **Lender ID** field, manually enter the LID, or

2.

3. Select the appropriate Lender from the Lenders List.

4. Click the **OK** button. The Lender ID field will automatically populate. This is a required field.

5. Note that the **Lender Name** field will automatically populate with the name associated with the LID chosen.

6. Note that the **Status** field will populate with "New" status, since no data has been entered yet.

FYI   *Other possible statuses for LaRS:*

In Progress – LaRS has been partially completed
Submitted – LaRS has been completed and submitted
Approved – LaRS has been approved by FSA

7. <u>Tab</u> to the **Year** field, <u>click</u> the drop down arrow and <u>select</u> the year associated with the LaRS submission. This is a required field.

8. <u>Tab</u> to the **Quarter** field, <u>click</u> the drop down arrow and <u>select</u> the quarter ending date associated with the LaRS submission. This is a required field.

9. <u>Note</u> that the **Form ID** field automatically populates with a system generated invoice number.

10. If you have a servicing contract with a servicing organization to *maintain* all or part of your portfolio, then <u>tab</u> to the **Servicer ID** field, <u>click</u> the **List of Values** icon and <u>select</u> the Servicer ID associated with your financial institution. If you do not contract with a servicing organization, skip ahead to step 12. This is a required field only if the Lender is serviced.

11. <u>Note</u> that once the Servicer ID is selected, the **Servicer Name** field will be automatically populated.

12. <u>Tab</u> to the **First** question in the **Activities** box. The **Yes** radio button must be selected in order to complete the LaRS. This will enable the "Part IV – Loan Activity" and "Part V – Loan Portfolio Status" screens. <u>Choosing</u> the **No** radio button signifies that there is nothing to report for this quarter.

    SPECIAL NOTE: If "No" is selected, and the FSA LaRS Form is submitted, the user will not have the opportunity to enter any other information for that year and quarter.

13. <u>Tab</u> to the **Second** question in the Activities box. The **Yes** radio button must be selected to signify that there are origination activity/lender fees or adjustments to report.   This will enable the "Part I - Loan Origination & Lender Fees" screen. <u>Choosing</u> the **No** radio button will disable this screen.

14. <u>Tab</u> to the **Third** question in the Activities box. The **Yes** radio button must be selected to signify that there are interest activity or adjustments to report. This will enable the "Part II – Interest Benefits" screen. <u>Choosing</u> the **No** radio button will disable this screen.

15. <u>Tab</u> to the F**ourth** question in the Activities box. The **Yes** radio button must be selected to signify that there are special allowance or adjustments to report. This will enable the "Part III – Special Allowance" screen. <u>Choosing</u> the **No** radio button will disable this screen.

    SPECIAL NOTE: for training purposes this user guide assumes that the user selected the Yes radio button for all four Activities box questions. This will enable the user to see instructions for all possible screens.

16. Once you have completed all fields on the "Selection of Billing Period" screen, <u>click</u> the **continue** button. The Status will change from "New" to "In Progress", and the "Part I – Loan Origination & Lender Fees" screen will open.

FYI   *If the user selects the **Cancel** button, a warning box will appear like the one below. Choose to either save or discard changes. The window will close and the user will be brought back to the "Navigator" screen.*
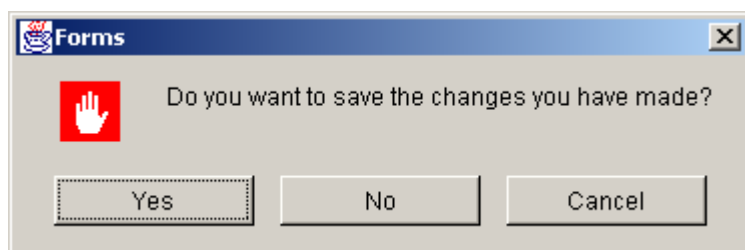
6.1.2   Selection of Billing Period (Servicer)

This screen is used to capture identifying information for the LaRS submission. Specifically, Lender and Servicer Names and Identification numbers are captured as is the date and quarter for the LaRS submission. Four questions require Yes/No answers to determine what sections of LaRS will apply to the given scenario.

SPECIAL NOTE: In the scenario below, the user logged on to LaRS as a Servicer. As a Servicer, the user enters the Year and Quarter First, then enters the Lender ID (LID). The name will auto populate and then tabs down to the activities section.

1. <u>Note</u> that the **Servicer ID** field is pre-populated with the ID for the Servicer.

2. <u>Note</u> that the **Servicer Name** field is pre-populated with the name associated with the Servicer ID.

3. <u>Note</u> that the **Status** field populates with "New" status, since no data has been entered yet.

FYI

Other possible statuses for LaRS:
In Progress – LaRS has been partially completed
Submitted – LaRS has been completed and submitted
Approved – LaRS has been approved by FSA

---

4. <u>Tab</u> to the **Year** field, <u>click</u> the drop down arrow and <u>select</u> the year associated with the LaRS submission. This is a required field.

5. <u>Tab</u> to the **Quarter** field, <u>click</u> the drop down arrow and <u>select</u> the quarter ending date associated with the LaRS submission. This is a required field.

6. <u>Note</u> that the **Form ID** field automatically populates with a system generated invoice number.

7. <u>Tab</u> to the **Lender ID** field, <u>click</u> the **List of Values** icon and select the Lender for whom you are submitting the LaRS or enter the LID .

8. **Note** that once the Lender ID is selected, the **Lender Name** field will be automatically populated.

9. <u>Tab</u> to the **First** question in the **Activities** box. The **Yes** radio button must be selected in order to complete the LaRS. This will enable the "Part IV – Loan Activity" and "Part V – Loan Portfolio Status" screens. <u>Choosing</u> the **No** radio button signifies that there is nothing to report for this quarter.

   SPECIAL NOTE: If "No" is selected, and the FSA LaRS Form is submitted, the user will not have the opportunity to enter any other information for that year and quarter.

10. <u>Tab</u> to the **Second** question in the Activities box. The **Yes** radio button must be selected to signify that there are origination activity/lender fees or adjustments to report. This will enable the "Part I - Loan Origination & Lender Fees" screen. <u>Choosing</u> the **No** radio button will disable this screen.

11. <u>Tab</u> to the **Third** question in the Activities box. The **Yes** radio button must be selected to signify that there are interest activity or adjustments to report. This will enable the "Part II – Interest Benefits" screen. <u>Choosing</u> the **No** radio button will disable this screen.

12. Tab to the **Fourth** question in the Activities box. The **Yes** radio button must be selected to signify that there are special allowance or adjustments to report. This will enable the "Part III – Special Allowance" screen. Choosing the **No** radio button will disable this screen.

   SPECIAL NOTE: for training purposes this user guide assumes that the user selected the Yes radio button for all four Activities box questions. This will enable the user to see instructions for all possible screens.

13. Once you have completed all fields on the "Selection of Billing Period" screen, click the **Continue** button. The Status will change from "New" to "In Progress", and the "Part I – Loan Origination & Lender Fees" screen will open.

FYI *If the user selects the **Cancel** button, a warning box will appear like the one below. Choose to either save or discard changes. The window will close and the user will be brought back to the "Navigator" screen.*

6.1.3   Part I – Loan Origination & Lender Fees

This screen is used to report origination fees, lender fees or adjustments. For each row, if any column is completed all columns for that row must also be competed. Begin a new row for each unique combination of loan type, fee code, fee percent and loan interest rate.

| FYI | • | *LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.* |

A   Loan Type   <u>Click</u> on the drop down arrow in the **Loan Type** column. <u>Highlight</u> and <u>click</u> on the 2-letter code of the loan type being reported. This is a required field.

SF - Federal Stafford (subsidized)
SL - Federal Supplemental Loans for Students (SLS)
PL - Federal PLUS Loans
CL - Federal Consolidation Loans
SU - Unsubsidized Federal Stafford Loans

B   Fee Code   <u>Tab</u> to the **Fee Code** column and <u>click</u> on the drop down arrow. <u>Highlight</u> and <u>click</u> on the 2-letter fee code for the period and type of loan activity being reported. This is a required field.
For additional information on Fee Codes, refer to "Appendix D – Fee Code Definitions".

| FYI | *Separate entries must be made for origination fees and for Lender fees. For lines containing the codes FN, FB, FI, LN, LB and LI, ED will charge you the fee. For lines containing the codes FD and LD, you will receive credit toward fees due. Use the current quarter codes only for loans made, bought or sold in the quarter covered by this LaRS submission.* |

If a loan transaction occurred in the current quarter and an adjustment was made to it in the same quarter, only report the net result. Do not report the original action and the adjustment separately. Include all loans, which can be classified under the same loan type, the same adjustment fee code, the same fee percent, and the same loan interest rate in one line item. When using an adjustment code, report the sum of all activity for loans made in all prior quarters. Do not make separate entries for each separate prior quarter.

C   Fee Percent   <u>Tab</u> to the **Fee Percent** column and <u>Highlight</u> and <u>click</u> on the percentage of the loan used to determine the fee. This is a required field.   For additional information on Fee Percent, refer to "Appendix E – Loan Origination and Lender Fee Percent Information".

D   Loan Interest Rate

Tab to the **Loan Interest Rate** column. Either enter the actual rate in decimal forma (i.e. .0470 or EVAR) or Click the **List of Values** . The following Interest Rates list will appear.
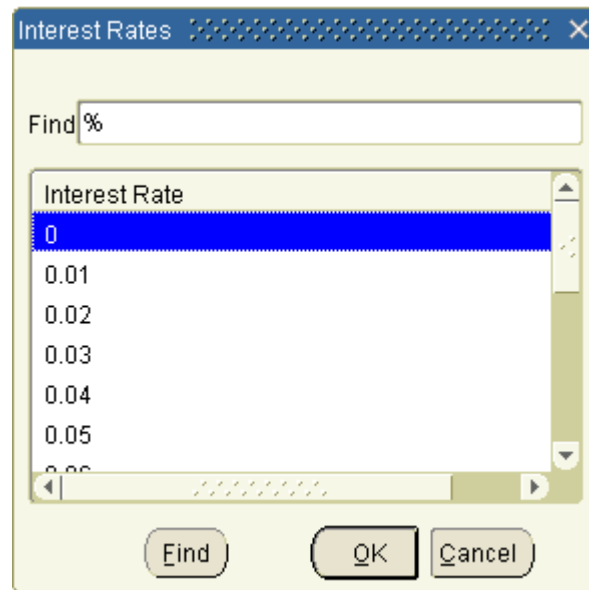
Select the applicable loan interest rate for each group of loans. This is a required field. For additional information on Interest Rates , refer to "Appendix F – Loan Interest Rate Information".

E   Principal Amount of Loans

Tab to the **Principal Amount of Loans** column and input the total principal amount of loans (**whole dollars only**) made or bought which are covered by the transaction indicated by the Loan Type and Fee Code. Do not include amounts representing cancellations or adjustments that occur in the same quarter the loan was made. This is a required field.

F   Fee Due

Tab to the **Fee Due** column and note how it automatically populates the amount based upon information contained in columns A-E. The **Fee Due** column is "read only".

Continue filling out additional rows for each unique combination of Loan Type, Fee Code, Fee Percent and Loan Interest Rate.

Once you have completed the "Part I – Loan Origination & Lender Fees" screen, click on the menu drop down arrow. Highlight and click on "Part II – Interest Benefits". This will open the "Part II - Interest Benefits" screen.

6.1.4 Part II – Interest Benefits

This screen is used to report interest activity or adjustments for Federal Stafford (subsidized) loans in an in-school, grace or authorized deferment status, and for Federal consolidation loans in a period of authorized deferment.

FYI	*LID, Year and Quarter fields will automatically populate based upon information supplied on **the "Selection of Billing Period"** screen.* *Status field will automatically populate based upon the status of your LaRS.*

A   Loan Type
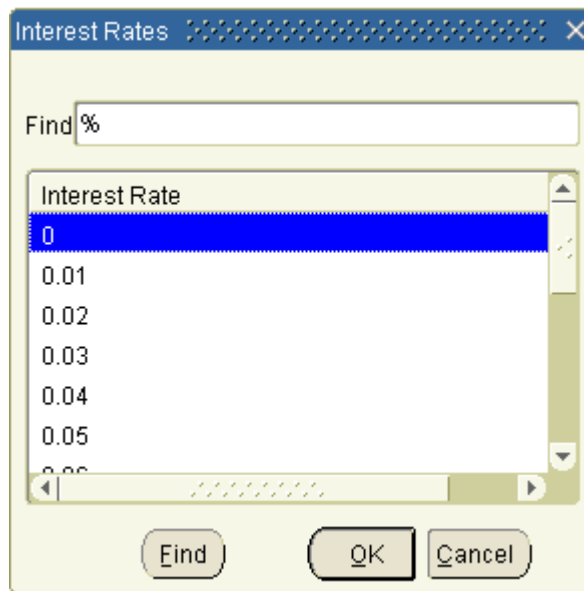
Click on the drop down arrow in the **Loan Type** column. Highlight and click on the applicable the 2-letter code for the loan type being reported. This is a required field.
SF - Federal Stafford (Subsidized)
CL - Federal Consolidation

B   Interest Rate

Tab to the **Interest Rate** column. **Either enter the actual rate in decimal forma (i.e. .0470 or EVAR) or Click** the **List of Values**. The following Interest Rates list will appear.

Select the applicable interest rate for loans or portions of loans on which you are billing interest for the quarter covered by this LaRS submission. This is a required field. The user may also manually enter an interest rate.

C   Billing Code

Tab to the **Billing Code** column and click on the drop down arrow. Highlight and click on the code for the period and type of loan activity being reported. This is a required field. For additional information on Billing Codes, refer to "Appendix G – Billing Code Definitions".

> **FYI**
>
> - *For lines containing the codes BC or BI, you will receive an interest payment from ED. For lines containing the code BD, you will be charged for the amount owed to ED.*
>
> - *If an interest transaction occurred in the current quarter and an adjustment was made to it in the same quarter, report only the net result. Do not report the original action and the adjustment separately.*
>
> - *Use codes BI and BD to report adjustments to interest activity for all prior quarters combined, regardless of the loans' individual interest rates.*

D   Ending Principal Balance   <u>Tab</u> to the **Ending Principal Balance** column and <u>input</u> the total unpaid principal balance outstanding on all loans or portions of loans eligible for interest benefits (whole dollars only) for the stated Loan Type, Interest Rate and Billing Code combination, as of the last day of the quarter covered by this LaRS submission. This is a required field.

E   Average Daily Principal Balance   <u>Tab</u> to the **Average Daily Principal Balance** column. For each combination of Loan Type, Interest Rate and Billing Code, <u>input</u> the average (whole dollars only) of the daily principal balances of all eligible loans or portions of loans for the quarter covered by this LaRS submission. This is accomplished by adding the outstanding principal balance of all eligible loans or portions of loans for each day in the quarter and dividing by the number of days in the quarter. This is a required field.

F   Interest Amount   <u>Tab</u> to the **Interest Amount** column.

If Billing Code is BI or BD, <u>input</u> (to the nearest penny) the amount of interest due you or owed to ED. Enter a positive number only. This is a required field.

If Billing Code is BC is, the Interest Due will automatically populate in Column F and will be read only.

Continue filling out additional rows for each unique combination of Loan Type and Interest Rate and Billing Code.

Once you have completed the "Part II – Interest Benefits" screen, <u>click</u> on the menu drop down arrow. <u>Highlight</u> and <u>click</u> on "Part III – Special Allowance". This will open the "Part III – Special Allowance" screen.

6.1.5   Part III – Special Allowance

This screen is used to report special allowance or adjustments. In general, special allowance may be paid on all loans, except certain Federal Stafford loans and any "HEAL" portion of a Consolidation loan. Make separate row entries for each different combination of Billing Code, Calendar Year, Quarter Code, Loan Type, Special Allowance Category, and Interest Rate.

FYI   *LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.*

A   **Billing Code**   <u>Click</u> on the drop down arrow in the **Billing Code** column. <u>Highlight</u> and <u>click</u> on the code for the period and type of loan activity being reported. This is a required field. For additional information on Billing Codes, refer to "Appendix G – Billing Code Definitions".

FYI   *For lines containing the codes BC and BI, YOU will receive a payment from ED. For a line containing the code BD, YOU will be charged for the amount owed to ED. If a transaction occurred in the current quarter and an adjustment was made in the same quarter, only report the net result.*

B   **Calendar Year**   <u>Tab</u> to the **Calendar Year** column and <u>click</u> on the drop down arrow. <u>Highlight</u> and <u>click</u> on the year being reported. This is a required field.

C   **Quarter Code**   <u>Tab</u> to the **Quarter Code** column and <u>click</u> on the drop down arrow. <u>Highlight</u> and <u>click</u> on the digit for the quarter being reported. This is a required field.
1- March 31
2 - June 30
3 - September 30
4 - December 31

D   **Loan Type**   <u>Tab</u> to the **Loan Type** column and <u>click</u> on the drop down arrow. <u>Highlight</u> and <u>click</u> on the 2-letter code for the loans being reported. This is a required field.
SF - Federal Stafford (Subsidized)
SL - Federal **S**LS
PL - Federal **P**LUS
CL - Federal **C**onsolidation
SU - **U**nsubsidized Stafford

E   **Special Allowance Category**   <u>Tab</u> to the **Special Allowance Category** column and <u>click</u> on the drop down arrow. <u>Highlight</u> and <u>click</u> on the code for the loans being reported. This is a required field.
Acceptable codes are CA, CB, CC, CD, SA, SB, SC, SD, SE, SG, SH, SJ, SK, SL, XA, XB, XC, XE, XG, XH, XJ, XK and XL
For additional information on Special Allowance Categories, refer to "Appendix H – Special Allowance Category Definitions".

F	**Interest Rate**	<u>Tab</u> to the Interest Rate column and either enter the actual rate in decimal forma (i.e. .0470 or EVAR) or c<u>lick</u> the **List of Values**. The following Interest Rates list will appear.
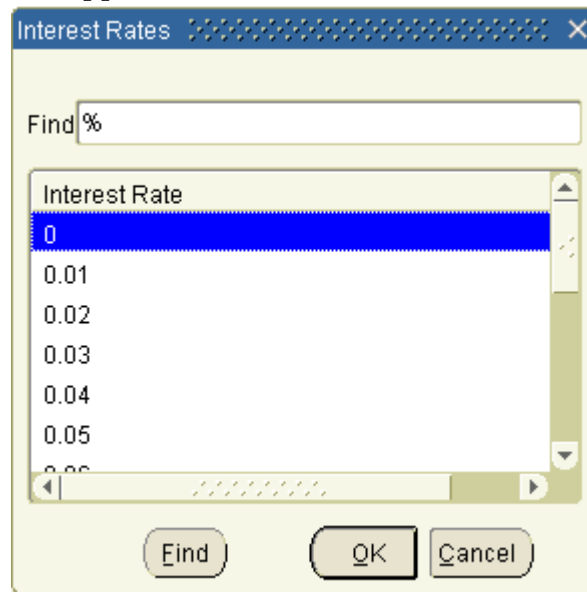
Select the applicable interest rate for loans or portions of loans on which you are billing interest for the quarter covered by this LaRS submission. This is a required field. For additional information on Special Allowance Categories, refer to "Appendix F – Loan Interest Rate Information".
The user may also manually enter an interest rate.

G	**Ending Principal Balance**	<u>Tab</u> to the **Ending Principal Balance** column and <u>input</u> the total unpaid principal balance outstanding on all loans eligible for special allowance (whole dollars only) for the stated combination of entries in columns A-F, as of the last day of the quarter covered by this LaRS submission. This is a required field.
H	**Average Daily Principal Balance**	<u>Tab</u> to the **Average Daily Principal Balance** column. For each combination of columns A through F, <u>input</u> the average daily principal balance (whole dollars only) of all eligible loans for the quarter. This is a required field.
I	**Adjustments for Difference in Average Daily Principal Balance**	<u>Tab</u> to the **Adjustments for Difference in Average Daily Principal Balance** column. Depending on Billing Code, <u>input</u> the difference in the Average Daily Principal Balance (whole dollars only, positive number) between what should have been reported and what was originally reported. If the billing code is BI or BD, this field must be completed. If the billing code is BC, this field will be left blank.

Continue filling out additional rows for each unique combination of Billing Code, Calendar Year, Quarter Code, Loan Type, Special Allowance Category, and Interest Rate.

Once you have completed the "Part III – Special Allowance" screen, <u>click</u> on the menu drop down arrow. <u>Highlight</u> and <u>click</u> on "Part IV – Loan Activity". This will open the "Part IV – Loan Activity" screen.

6.1.6   Part IV – Loan Activity

This screen is used to report loan activity. It shows the changes, which have occurred to the guaranteed loan principal in your portfolio for each type of loan for the quarter covered by this form. Loan principal includes capitalized interest as defined in row 3. Loan Activity must be completed and submitted each time you submit a LaRS. Enter all information in the appropriate column based on loan type:

A) Federal Stafford (Subsidized) & FISL
B) Federal Plus
C) Federal SLS
D) Federal Consolidation
E) Unsubsidized Stafford

<table>
<tr>
<td>**FYI**</td>
<td>*LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.*</td>
</tr>
</table>

1	**Beginning Principal Balance**	<u>Tab</u> to the appropriate loan type column in the **Beginning Principal Balance** row. <u>Input</u> the outstanding principal balance (including the sum of capitalized interest outstanding) of loans at the start of business on the first day of the quarter. Unless an adjustment has been made, this amount must be the same as the Ending Principal Balance from the previous quarter's submission.
2	**Loan Principal Disbursed**	<u>Tab</u> to the appropriate loan type column in the **Loan Principal Disbursed** row. <u>Input</u> the principal amount of loans disbursed during the quarter. This may be new loans or additional disbursements for loans initially disbursed in a prior quarter. Report the gross amount; that is, the amount prior to any deductions for insurance premiums or origination fees. Do not report amounts disbursed and then cancelled (e.g., checks returned uncashed) in the same quarter.
3	**Interest Capitalized or Other Principal Increase**	<u>Tab</u> to the appropriate loan type column in the **Interest Capitalized or Other Principal Increase** row. <u>Input</u> the amount of interest and unpaid insurance premiums that were added to principal during the quarter in accordance with program regulations, principal transferred from other LIDs assigned to your institution, and any other increases in your portfolio not shown elsewhere.

4	**Principal of Loans Purchased**	<u>Tab</u> to the appropriate loan type column in the **Principal of Loans Purchased** row. <u>Input</u> the principal amount of loans purchased (including interest capitalized prior to purchase) from other Lenders. DO NOT include amounts disbursed to consolidate a loan. If the Fee Code is FS, this field will populate automatically in Column A. If the fee code is FB in Part I, the sum of the principal amount of the different loan types will populate the corresponding Principal of Loans Purchased fields.
5	**Principal of Loans Cured**	<u>Tab</u> to the appropriate loan type column in the **Principal of Loans Cured** row. <u>Input</u> the principal amount of loans (including the sum of interest capitalized prior to the reinstatement of the loan's insurance) on which insurance coverage was reinstated (cured) in accordance with program regulations.
6	**Principal of Loans Sold**	<u>Tab</u> to the appropriate loan type column in the **Principal of Loans Sold** row. <u>Input </u>the principal amount of loans sold (including interest capitalized prior to sale) to other Lenders. DO NOT include loans paid in full through consolidation. Also, do not include Federal PLUS and SLS loans paid in full as part of a refinancing of those loans. If the Fee Code is FS in Part I, the sum of the principal amount of different loan types will populate the corresponding Principal of Loans Sold fields.
7	**Principal Paid by Insurance Claims**	<u>Tab</u> to the appropriate loan type column in the **Principal Paid by Insurance Claims** row. <u>Input</u> the amount received from the guarantor for principal (including interest capitalized prior to claim filing) for default, death, disability, bankruptcy and other claims authorized by statute, regulations, and policy.
8	**Principal of Loans on Which the Guarantee Was Voided**	<u>Tab</u> to the appropriate loan type column in the **Principal of Loans on Which the Guarantee Was Voided** row. <u>Input</u> the principal amount of loans (including interest capitalized prior to the loss of guarantee) on which the insurance guarantee was voided due to a due diligence, timely filing, or other violation.

9	**Principal Paid by Borrowers and other Principal Reductions**	<u>Tab</u> to the appropriate loan type column in the **Principal paid by Borrowers and Other Principal Reductions** row. <u>Input</u> the amount of payment received to reduce outstanding principal and capitalized interest, including payments from borrowers, refunds received from schools, checks returned uncashed for loans reported disbursed in <u>prior</u> quarters, and amounts received to pay off loans included in Federal Consolidation and refinanced Federal PLUS and SLS loans. DO NOT include claim payments from guarantors.

Continue filling out additional columns until each type of loan for the quarter covered by this submission is represented.

Once you have completed the "Part IV – Loan Activity" screen, <u>click</u> on the menu drop down arrow. <u>Highlight</u> and <u>click</u> on "Part V – Loan Portfolio Status". This will open the "Part V – Loan Portfolio Status" screen.

6.1.7   Part V – Loan Portfolio Status

This screen is used to report loan portfolio status. It shows the status of the outstanding guaranteed loan principal in your portfolio for each type of loan as of the end of the quarter covered by this form. Principal includes capitalized interest. When completing this section, include all guaranteed loans in this part except for ones that the guarantee was voided. Also, include loans that were previously voided and then cured. Loan Portfolio Status must be completed and submitted each time you submit a LaRS. Enter all information in the appropriate column based on loan type:

A) Federal Stafford (Subsidized) & FISL
B) Federal Plus
C) Federal SLS
D) Federal Consolidation
E) Unsubsidized Stafford

| FYI | *LID, Year and Quarter fields will automatically populate based upon information supplied on the "Selection of Billing Period" screen.* |

*Note that the **Submit** button is grayed out. In this case, the user is not able to submit because the user is signed on as a FSA LaRS Lender/Servicer User with Maintain status. The user must be signed on as a FSA LaRS Lender/Servicer. Users with Submit status in order to submit the LaRS. Submit functionality will be shown in the next section, "6.2 Submit FSA LaRS Form".*

1 Loans in School and in Grace

Tab to the appropriate loan type column in the **Loans in School and in Grace** row. Input in the principal amount of all Stafford, FISL and Unsubsidized Stafford loans in an "in school or grace period" status. Do not include loans for which the borrower has a deferment due to returning to school after expiration of the grace period. These loans are to be included in row 2. Also, note that this status does not apply to Federal PLUS, Federal SLS or Federal Consolidation loans.

2 Loans in Authorized Deferment

Tab to the appropriate loan type column in the **Loans in Authorized Deferment** row. Input the principal amount of all loans in a period of authorized deferment.

3 Loans in Repayment or Forbearance

Tab to the appropriate loan type column under the **Loans in Repayment or Forbearance** heading. In the appropriate category (rows 3a through 3h), input the principal amount of all loans in a repayment for forbearance status. Include loans on which the grace period has ended and no deferment has been authorized, whether or not the borrower has made repayment arrangements or has made a payment. Do not include loans on which a claim has been filed with a guarantor in lines 3a through 3g. These loans are reported in line 3h.

4 Ending Principal Balance

Note that the **Ending Principal Balance** row automatically calculates the principal balance of outstanding loans at the end of business on the last day of the quarter. Allowing for rounding, this equals the sum of lines 1, 2, and 3a through 3h.

$$(4) = (1) + (2) + (3a) + (3b) + (3c) + (3d) + (3e) + (3f) + (3g) + (3h)$$

Continue filling out additional columns until each type of loan for the quarter covered by this submission is represented.

Once you have completed "Part V – Loan Portfolio Status" screen, you will either submit the form or save it. If you have logged on as a FSA LaRS Lender/Servicer user with Maintain access, notice that the **Submit** button is grayed out. If this is the case, save (subtopic 6.1.8) the FSA LaRS Form and ask a FSA LaRS Lender/Servicer user with submit access to review it and submit it for you.

If you have logged on as a FSA LaRS Lender/Servicer user with submit access, notice that the **Submit** button is enabled. If this is the case, move on to the Section 6.2, Step 8 to learn how to submit the FSA LaRS Form.

6.1.8   Save FSA LaRS Form

1. <u>Click</u> on icon to save form.

File   Edit   View   Folder   Tools   Window   Help

| **FYI** | *Once you have saved your FSA LaRS Form, you will be able to close your browser or access another web site. When you return to LaRS, you can resume your updates and verification without re-entering the data you already saved.* |

6.1.9   Exit LaRS
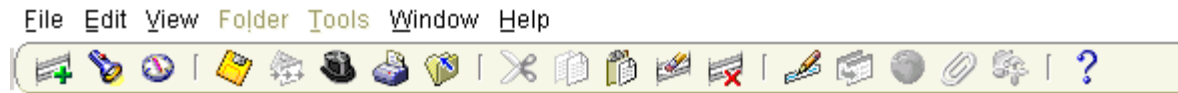
1. Once you have saved your work, <u>click</u> on the word "File"on the menu bar. Under "File" <u>highlight</u> and <u>click</u> on "Exit Oracle Applications". The following caution window will appear.
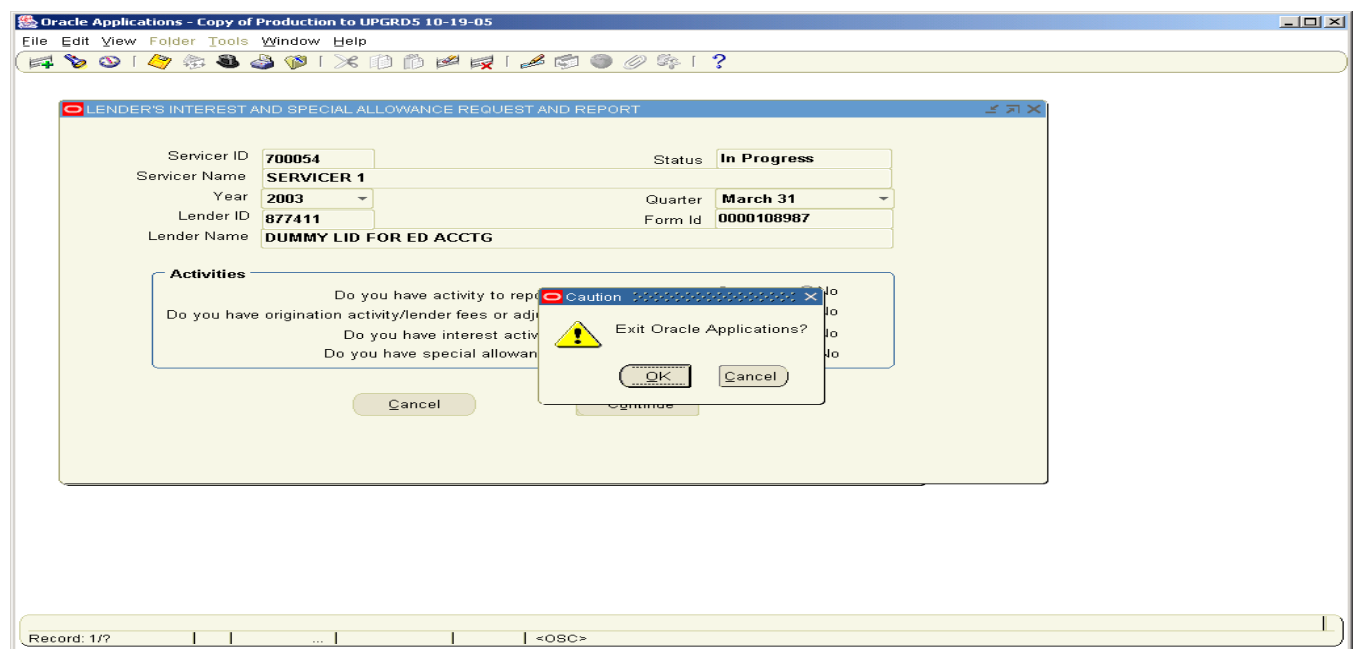
2. <u>Click</u> on the **OK** button to close the LaRS application.

6.2 Submit FSA LaRS Form

Who: FSA LaRS Lender/Servicer users with Submit Access

Frequency: Quarterly

Scenario: To retrieve and submit a previously saved FSA LaRS Form.

Sign on to LaRS using your FMS Oracle Applications User Name and Password. The following "Navigator" window appears.

1. <u>Double-click</u> on **FSA LaRS Form.**

Click F11 The fields are now ready for query parameters.

2. <u>Input</u> the **Year**, **Quarter & LID (if known)** you would like to retrieve in the corresponding fields on the "Selection of Billing Period" screen.

3. <u>Click Ctrl F11</u> . The "Selection of Billing Period" screen will refresh with the fields populated for the year and quarter you requested. If you did not provide a LID multiple selections appear, use the **Page Up** and **Page Down** keyboard keys to move between the records.

4. <u>Click</u> the **Continue** button. You will be brought to the "Part I – Loan Origination & Lender Fees" screen.

FYI	*The screen you are brought to may differ depending on how you answer the four questions in the "Activities" section. For simplicity, this user guide assumes that the user answered, "Yes" to all four questions. The directions for submitting a FSA LaRS Form are the same regardless of which screen you are brought to.*

5. <u>Click</u> on the menu drop down arrow. <u>Highlight</u> and <u>click</u> on "Part V – Loan Portfolio Status". This will open the "Part V – Loan Portfolio Status" screen with the **Submit** button enabled in the lower right corner.

6. <u>Click</u> on the **Submit** button. A caution window will appear. .

7. Click on the **OK** button. A disclaimer window will appear like the one below.

8. <u>Click</u> on the **Accept** button. Notice that the FSA LaRS Form is now in Submittted status and cannot be modified.

9. <u>Select</u> "Exit Oracle Applications" from the **Action** option on the menu bar. The LaRS application will close.

                                              -Or-

    To perform multiple submissions, <u>select</u> "Close Form" from the **Action** option on the menu bar. This will take the user back to the "Navigator" screen.

6.3   Query on Existing FSA LaRS Forms

Who: FSA LaRS Lender/Servicer users with Submit, Maintain or View Access

Frequency: As Necessary

Scenario: Users will attempt to query FSA LaRS Form data online.

Sign on to LaRS using your FMS Oracle Applications User Name and Password.   The following "Navigator" window appears.

1. <u>Double-click</u> on **FSA LaRS Form.**

-OR-

2. <u>Highlight</u> **FSA LaRS Form** and <u>click</u> the **Open** button. The "Selection of Billing Period" screen is displayed.

6.3.1   Search for all FSA LaRS Forms

1. Click F11 . The fields in FSA LaRS Form are ready for query parameters.

2. If you wish to retrieve **all records,** do not enter any value on the report.

3. **Click Ctrl F11 to execute query.**   The "Selection of Billing Period" screen is displayed with all FSA LaRS Forms listed in chronological order by Year and Quarter.
<div align="center">-OR-</div>

4. Use the **Page Up** and **Page Down** keyboard keys to move between the records.

5. Click the ☒ button in the upper right corner of the screen to close the "Selection of Billing Period" screen. The "Navigator" window returns.

FYI	*If you wish to retrieve specific FSA LaRS Forms, proceed to the next sub-section, entitled "6.3.2 Search for a Specific FSA LaRS Form".*

6.3.1   Search for a Specific FSA LaRS Form

1. <u>Click F11</u>. The fields in FSA LaRS Form are ready for query parameters.

FYI	*Once the "Selection of Billing Period" screen is cleared, by selecting Enter from the Query menu, the system expects data entry and/or a search to be performed. To cancel the search, select Cancel from the Query menu or press F4.*

2. <u>Enter</u> any known value on the report for the desired record to be retrieved. Queries can be performed on all fields on the report.

-OR-

<u>Enter</u> any partially known value with the wildcard character "%" to retrieve all records containing the partially known value.

> **FYI**
>
> *The "%" symbol can be used as a wildcard character in any field on the report. Wherever the wildcard is placed in a search string, the system will look for records that contain any character value in its place. The wildcard can be used at any place in a search string.*

- *For example: If the user types "S%" in the status field, the system will search for all records with a status that begins with "S". In this case, the system will return only those records with a status of Submitted, since submitted is the only possible status that begins with "S".*

3. <u>Click Ctrl F11 to execute the query</u>   The "Selection of Billing Period" screen is displayed with the records that match your search.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

LENDER'S INTEREST AND SPECIAL ALLOWANCE REQUEST AND REPORT

Servicer ID	700054
Servicer Name	SERVICER 1
Year	2003
Lender ID	877411
Lender Name	DUMMY LID FOR ED ACCTG

Status	In Progress
Quarter	March 31
Form Id	0000108987

Activities

Do you have activity to report for this Quarter ? ◉ Yes ○ No
Do you have origination activity/lender fees or adjustments to report ? ◉ Yes ○ No
Do you have interest activity or adjustments ? ◉ Yes ○ No
Do you have special allowance or adjustments ? ◉ Yes ○ No

Cancel   Continue

Record: 1/?   ...   <OSC>

4. <u>Use</u> the **Page Up** and **Page Down** keyboard keys to move between the records. The "Selection of Billing Period" screen shows each of the records that match your search.

FYI	*The Status field is a very useful field to enter when querying on specific records. The possibilities for status are the following:*

New: LaRS has not been saved or submitted. Forms with this status cannot be queried, as they have not yet been saved.

In Progress: LaRS has been saved. Forms can be saved multiple times, which allows entry of data over a period prior to submission to FSA.
Use I% to search for all forms with the status of "In Progress".

Submitted: LaRS has been sent electronically to FSA for review. No changes can be made.
Use S% to search for all forms with the status of "Submitted".

Accepted: FSA has accepted the LaRS. At this point, no changes can be made.
Use A% to search for all forms with the status of "Accepted".

FYI	*When running a query, notice the messages returned on the Toolbar. The messages will indicate when you have reached the end or beginning of all records returned in the query results. The following is an example of the message retrieved for the last record retrieved in the query results.*

7   File Transfer Process

Who: FSA LaRS Lender/Servicer Users with Submit Access

Frequency: Quarterly

Scenario: The LaRS File Transfer Process is an alternate method of entering the Quarterly Financial Report into the FSA Lender Reporting System (LaRS). The LaRS File Trnasfer Process and Record Layout guide is available for download at

http://www.fp.ed.gov/fp/attachments/activities_whatsnew/File_Transfer_Process.doc

7.1   Overview

Lender/Servicer users can use this approach as an alternative method to the on-line LaRS screens to provide financial report information. Once the data file is submitted to the FMS SAIG mailbox, the file can then be pulled onto the FMS servers allowing the data contained within the file to be loaded into LaRS temp tables. The data is then validated; if it passes the validation, the invoice data will then be imported into the LaRS application.   When the data has been imported, the Lender/Servicer users can view this information via the on-line LaRS screens. Senders will be notified via email of invoices within the file that had errors and did not pass validations. After the invoice data has been corrected it will need to be resubmitted.

7.1.1   Description

Lenders/ Servicers will send files to LaRS via the Student Aid Internet Gateway (SAIG) mailboxing system. Lenders/Servicers will log onto the SAIG system and transfer their flat file to the LaRS mailbox (LaRS Mailbox ID will be provided) where it can be picked up for processing.

7.1.2   Process Flow

Below is a graphical depiction of the process:
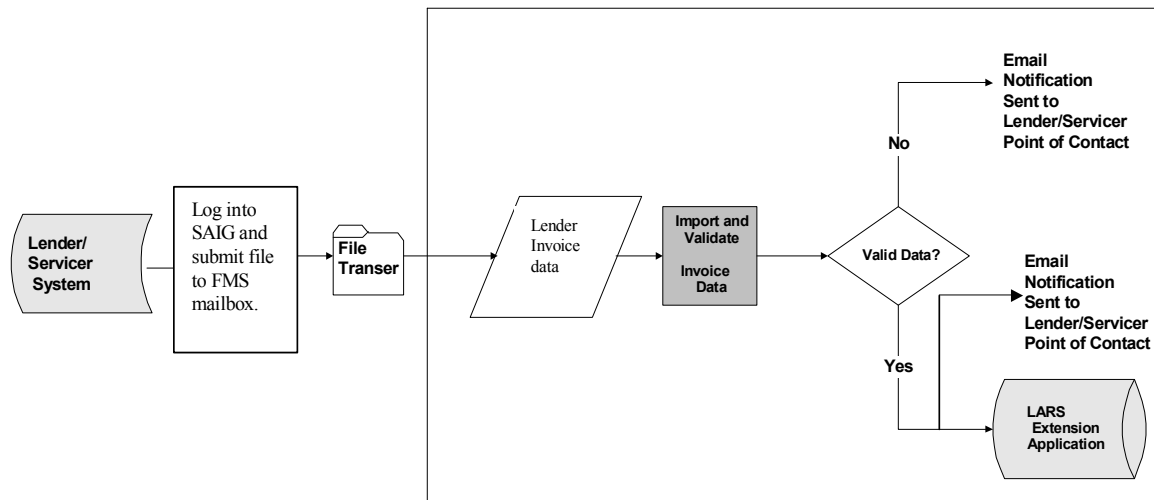
If the data is valid, calculations are performed, the data is imported into the LaRS application extension, and the invoice is automatically submitted to ED (the Status is set to "Submitted"). An email is sent to the Lender/ Servicer user notifying them of a successful submission.

Note: Lender/ Servicer will be allowed to submit only one invoice per quarter. Invoice duplication will be prevented based on a unique key combination of LID/Servicer ID/Year/Quarter.

Once the data is loaded, the Lender/ Servicer users may view the information using the respective LaRS screen.

7.1.3   Rejection/Re-submission

If a file level error was detected (the error checks are further described below), the invoices with the errors will not be loaded into the LaRS Oracle application extension . If file level errors are detected, a notice will be sent to the "Sender" of the file via email. The email address(es) will be taken from the Profile information within the LARS system based on the "Sender's" LID. The email notification will include the LID/Quarter/Year combination that had errors and the errors themselves. Only invoices that had errors need to be fixed and resubmitted. To resubmit a file, the Lender/ Servicer will follow the same process that they originally used for submitting the file.

7.1.4   File Level Error Checks

The Lender/ Servicer is responsible for ensuring that correct information is sent to FSA. A file will be rejected if the file does not contain any invoice data (e.g. the file is a picture, or anything other than invoice lines data).

If a file is rejected, the sending organization will receive a notice indicating that an error was encountered with the file. If the file is accepted, it will be retained in the FSA archives.

7.1.5   Invoice Level Error Checks

Although the LaRS Data File Load will perform some validation checks, the Lender/ Servicer is responsible for ensuring that correct information is sent to FSA. Any error will cause the invoice to be rejected. All rejected invoices will be reported back to the Lender/ Servicer for correction and will need to be resubmitted.

Items to assist the Lender/ Servicer in sending valid invoices include:

1.   A single file from a Servicer may contain data for multiple LIDs.
2.   Validation to prevent duplicate invoices submitted from a Lender/ Servicer (based on unique key Lender ID / Servicer ID, quarter, and year) will occur.
3.   Do not enter dollar signs.
4.   Do not enter commas.
5.   The file includes a pipe delimiter between each data field for ease in loading and processing the files.
6.   Enter a carriage return as a separation indicator.
7.   Include ACTUAL values for numeric/amount fields, and INCLUDE decimal points where required.

7.1.6   File Extension

As the file will be an ASCII file the preferred extension will be TXT.

7.2   Enrollment

Potential File Transfer users may enroll online at the following web address:
 https://www.fsawebenroll.ed.gov/PMEnroll/index.jsp

This website enables potential users to:
•Enroll online
•Check enrollment status
•Print enrollment signature documents

Users submitting their Data File using a PC will be required to download **EDConnect** software in order to use the SAIG. EDConnect software and installation instructions can be obtained at the following website:
 https://www.fsadownload.ed.gov/softedconnect.htm

Users submitting their Data File using a Mainframe(MVS)/Midrange(UNIX) will be required to download **EasyAccess** software in order to use the SAIG. EasyAccess software and installation instructions can be obtained at the following website:

https://www.fsadownload.ed.gov/mainframeguide.htm

If your Lender/Servicer organization is interested in learning more about how to enroll in the File Transfer Process, please contact the FMS Help Desk at 1-800-433-7327, Option #3, or email to fsa_lr@ed.gov.

8   Funds Remittance Process

Who: FSA LaRS Lenders

Frequency: As Needed

Scenario: The LaRS Funds Remittance approach assists in the collection of fees by focusing on:

- Consolidation Loan Rebate Fee
- Lender & Origination Fees (LaRS Fee)

8.1   Overview

Lenders submit remittance data to Mellon Bank in a consistent manner specified by Mellon and FSA. Users may submit data via a hard copy or via ACH (automated check handling). If the user's submission violates the agreed format, the submission will be rejected. Users should refer to the Lender Funds Remittance guide for detailed instructions. The guide is available for download at http://www.fp.ed.gov/fp/attachments/activities_whatsnew/FundsRemittance8.1.doc/.

8.2   Hard Copy Data Collection Form

Lenders reporting remittance data to Mellon via hard copy for will be required to comply with Mellon and FSA mandated reporting requirements. The hard copy form is available for download at http://www.fp.ed.gov/fp/attachments/activities_whatsnew/FundsRemittance8.1.doc/
The form must be saved to the user's system, filled out electronically, saved and printed. The printed copy must be signed, dated and mailed to the address provided on the form.

To submit remittance data for multiple Lenders, the submitting Lender must file one hard copy form per Lender for the following Fees.
1. Consolidation Loan Rebate Fee
2. LaRS Fee

8.3   Automated Check Handling

Lenders opting to report remittance data to Mellon via ACH must use the file structure identified by Mellon.

9   Appendix

9.1   Appendix A – Frequently Asked Questions

What is required for my workstation to access the LaRS system?

The following items are required on your workstation:

❑ Java-enabled browser (connections via a "proxy server" are not supported)

❑ Windows 95/98/NT/2000/XP

❑ Microsoft Internet Explorer version 6.0.028 greater (except for versions 6.x); or Netscape Navigator version 4.06 or greater

❑ Oracle JInitiator Plug-in 1.1.5.21.1 or higher (loaded automatically when first connected to the LARS application)

❑ Pentium Processor 133 Mhz or higher

❑ 64 MB RAM

❑ 800 X 600 display with 256 color palette (1024 X 768 is preferred)

❑ 12 MB disk space installation

NOTE: When running other applications (such as Microsoft Office, e-mail applications, etc.) on your workstation at the same time as running Oracle Applications, you may find that your applications run somewhat slower.

How do I access LaRS?

Access to the LaRS (as well as to all FSA FMS lender applications) is available via the Financial Partners Portal.

Using the Financial Partners Portal:

Open a browser (Internet Explorer or Netscape Navigator) and access the "FMS Quick Access" page of the FP Portal by entering the following URL: http://www.fp.ed.gov/PORTALSWebApp/fp/fms.jsp

This will open the "FMS Quick Access" web page. Scroll down to the FMS icon and click on it to access the LaRS application.

NOTE: We recommend that you "bookmark" this web address for future convenience of access. For most web browsers, including Internet Explorer, this is accomplished by selecting the "Favorites" option on your main menu, then selecting "Add Favorite".

What if I receive a '504' error when trying to access LaRS?

This common error is caused because your network's firewall is preventing you from accessing the LaRS web site. For detailed instructions on how to resolve this error, see Appendix B.

When can I use the LaRS?

The standard hours of availability for LaRS are 8am to 8pm EST Monday – Friday.

Where do I direct my questions to regarding LaRS?

For technical issues related to LaRS access contact the FMS Help Desk at 1-800-433-7327, Option #3, or email at fms.operations@ed.gov.

For questions related to LaRS input screens and processing, contact the FMS Help Desk at 1-800-433-7327, Option #3, or email at fsa_lr@ed.gov.

9.2   Appendix B - Set-up Process/Access

FYI | *When moving to the next field in any of the steps in this guide, make sure to either use the **Tab** Key or <u>Click</u> on the appropriate field. Do not use the **Enter** Key to move to the next field.*

FYI | *If you are accessing LaRS through a firewall on your network, you may experience a 504 error the first time you enter the system. This common error is caused because your network's firewall is preventing you from accessing the LaRS website. If you experience this error, you will want to perform some network maintenance prior to accessing LaRS. Following the steps below will open your network to the Federal Student Aid (FSA) port.*

Steps to open your network to the FSA port:

Open Internet Explorer or another browser, and type in the LaRS URL:

 https://fsa-fms.ed.gov:8000/PROD_j.htm

(Note: we recommend obtaining support from your resident IT staff, if possible).

a.   Identify your IP address (for users with Windows2000 operating systems, go to DOS and

   type in CMD--enter;

   type in IPCONFIG—enter;

   NOTE: IP Address (i.e. 165.224.22.88.65))

b.   Have your IT support "open an IP socket connection to that IP address," (i.e. Tech Support will open YOUR network to the LaRS URL:

https://fsa-fms.ed.gov:8000/PROD_j.htm

c.   Write an HTTP data stream through that socket, (i.e. Send data to LaRS UAT site (ping) to ensure the proper connection has been established).

d.   Ensure that an HTTP data stream is received back from our Web server in response, (i.e. receive confirmation from LaRS UAT site that the connection has been established).

9.3   *Appendix C – Installing JInitiator*

Before accessing LaRS, you must install a file called JInitiator onto your desktop. This is a one-time only installation, and is only required the first time you access LaRS. To do so, you will be prompted with a series of questions upon accessing the LaRS website. NOTE: IF YOU INSTALLED JInitiator WHEN YOU ACCESSED THE LAP, AND IF YOU ARE ACCESSING LaRS ON THE SAME MACHINE, YOU WILL NOT HAVE TO REINSTALL Jinitiator. The installation guide and full download is available at:

HTTP://WWW.FSADOWNLOAD.ED.GOV/ORACLEJINIT.HTM

1. <u>Scroll</u> to the bottom of the bottom of the web page and click on "Full Download" until the **FMS** icon appears.

2. If you are accessing the application for the first time, once you <u>click</u> the **FMS** button a "Security Warning" window appears as part of the JInitiator installation process.

```
┌──────────────────────────────────────────────────────┐
│ File Download                                     ⨯  │
├──────────────────────────────────────────────────────┤
│  ⍰   Some files can harm your computer. If the file   │
│      information below looks suspicious, or you do     │
│      not fully trust the source, do not open or       │
│      save this file.                                  │
│                                                        │
│          File name:  jinit13121.exe                   │
│                                                        │
│          File type:  Application                       │
│                                                        │
│          From:       www.fsadownload.ed.gov           │
│                                                        │
│      ⚠  This type of file could harm your computer    │
│         if it contains malicious code.                │
│                                                        │
│      Would you like to open the file or save it to    │
│      your computer?                                   │
│                                                        │
│    ┌───────┐  ┌───────┐  ┌───────┐  ┌───────────┐     │
│    │ Open  │  │ Save  │  │ Cancel│  │ More Info │     │
│    └───────┘  └───────┘  └───────┘  └───────────┘     │
│    ☑ Always ask before opening this type of file      │
└──────────────────────────────────────────────────────┘
```

3. <u>Click</u> OPEN to begin installation of the JInitiator software.

FYI

- *Depending on your Internet connection this step could take several minutes while JInitiator is downloading.*

9.4 Appendix D – Fee Code Definitions

Origination fees for current quarter:
FN - **N**ew Loans you have made (including those then sold) in the quarter covered by this form if you owe the origination fees. FN fee code must always be followed by a LN fee code.
FS - Loans you made and **s**old in the quarter covered by this form if the purchaser owes the origination fees
FB - Loans you **b**ought from another Lender in the quarter covered by this form, if you owe the origination fees

Origination fee adjustments to previously reported quarters:
FI - Net **i**ncrease in loans you made or bought as reported for a previous quarter, if you owe the origination fees
FD - Net **d**ecrease in loans you made or bought as reported for a previous quarter, if the fees are to be credited to you

Lender Loan fees for current quarter:
LN - **N**ew loans you have made (including those then sold) in the quarter covered by this form, if you owe the Lender loan fees. LN fee code must always be proceeded by a FN fee code [except for consolidation loans].
LS - Loans you made and **s**old in the quarter covered by this form, if the purchaser owes the Lender loan fees
LB - Loans you **b**ought from another Lender in the quarter covered by this form, if you owe the Lender loan fees

Lender fee adjustment to previously reported quarters:
LI - Net **i**ncrease in loans you made or bought as reported for a previous quarter, if you owe the Lender fees
LD - Net **d**ecrease in loans you made or bought as reported for a previous quarter, if the fees are to be credited to you

9.5   Appendix E – Loan Origination and Lender Fee Percent Information

- **Loans <u>first disbursed on or after July 1, 1994</u> for periods of enrollment that either include that date or begin after that date:**
  - Federal Stafford and Unsubsidized Stafford fees are 0.03

- **PLUS loans made <u>on or after July 1, 1994</u>, regardless of enrollment period fee is 0.03**

- **Loans <u>first disbursed on or after July 1, 1994</u> for period of enrollment that begin** *before that date and include that date:*
  - Federal SLS loans certified before July 1, 1994 is 0.03

- **Period of enrollment beginning before July 1, 1994 and disbursed prior to that date:**
  - Federal Stafford, Federal SLS and Federal PLUS fee is 0.05
    Unsubsidized Stafford combined origination fee/insurance premium is 0.065

FYI	*All FFEL Program loans made on or after October 1, 1993, are subject to a Lender loan fee, which is 0.005 of the loan principal and is charged proportionately against each loan disbursement.*

9.6   *Appendix F – Loan Interest Rate Information*

Loan Origination Interest Rates (PartI)
- Select **"EVAR"** for Federal Stafford and Unsubsidized Stafford variable rate loans made to new borrowers on/after 10/1/92. Also use **"EVAR"** for Federal PLUS and Federal SLS variable rate loans made on/after 10/1/92.
- Select the actual rate of the loan for Consolidation loans made on/after 10/1/98.
- Select FVAR7, FVAR8, FVAR9, FVAR10, and FVARX respectively for converted fixed rate loans of 7%, 8%, 9%, 10% or 8/10% (adjustments only).

Special Allowance Loan Interest Rates (Part III)
- **EVAR** - for variable Federal Stafford and Unsubsidized Stafford, PLUS, and SLS loans made on or after October 1, 1992, and Consolidation loans made during the "Emergency Consolidation Loan Act"
- **CVAR** - for Federal PLUS and SLS loans made in 1986-7 where the interest rate changes each January 1
- **FVAR7, FVAR8, FVAR9, FVAR10, and FVARX** - respectively for converted fixed rate loans of 7%, 8%, 9%, 10% and 8/10%
- **VAR** – for variable rate, PLUS and SLS loans made prior to 10/1/92

9.7   *Appendix G – Billing Code Definitions*

Billing Codes for Interest Benefits (Part II)
BC - Interest due to you for the **c**urrent quarter
BI - Adjustment, resulting in a net **i**ncrease in the interest due to you from previous quarters' billings
BD - Adjustment, resulting in net **d**ecrease in the interest due to you form previous quarters' billings

Billing Codes for Special Allowance (Part III)
BC - for special allowance due to you for **c**urrent quarter
BI - Adjustment resulting in a net **i**ncrease in the special allowance previously paid to you for a given quarter
BD - Adjustment resulting in a net **d**ecrease in the special allowance previously paid to you for a given quarter

9.8   Appendix H – Special Allowance Category Definitions (Part III)

SA -   For loans made prior to 10/1/81.
(Tax-exempt loans during this period use XA)

SB -   For Stafford (subsidized) and PLUS loans made on/after 10/1/81 but prior to 10/17/86, or loans made on/after 10/17/86 but prior to 11/16/86 for periods of enrollment beginning prior to 11/16/86. Also, for Consolidation loans made on/after 10/1/81 but prior to 11/16/86.
(Tax-exempt loans during this period use XB)

SC -   Used for sequester periods only.
(Tax-exempt loans during this period use XC)

SD -   For Stafford (subsidized) and PLUS/SLS loans made on/after 10/17/86 but prior to 11/16/86 for periods of enrollment beginning on/after 11/16/86. Also, for Stafford (subsidized), PLUS/SLS and Consolidation loans made on/after 11/16/86 but prior to 10/1/92. Also, for Stafford (unsubsidized) loans made prior to 10/1/92 for periods of enrollment beginning on/after 10/1/92.
(Tax-exempt loans during this period use XB)

SE -   For Stafford loans made on/after 10/1/92 but prior to 7/1/94, regardless of the enrollment period, or loans made after 7/1/94 for an enrollment period ending prior to 7/1/94. Also, for PLUS loans made on/after 10/1/92 but prior to 7/1/94. Also, for SLS loans made on/after 10/1/92 but prior to 7/1/94; or *certified* before 7/1/94 and *disbursed* after 7/1/94. Also, for Consolidation loans made on/after 10/1/92 and those for which the loan application was received by an eligible lender prior to 11/13/97.
(Tax-exempt loans during this period use XE)

SG -   For Stafford loans made on/after 7/1/94 but prior to 7/1/95, or loans made on/after 7/1/95 but prior to 7/1/98 during periods of repayment or forbearance. Also, for PLUS loans made on/after 7/1/94 but prior to 7/1/98. Also, for Consolidation loans for which the loan application was received by an eligible lender on/after 11/13/97 but prior to 10/1/98.
(Tax-exempt loans during this period use XG)

SH -   For Stafford loans made on/after 7/1/95 but prior to 7/1/98 *only* during the in-school, grace and deferment periods. Also, for PLUS loans made on/after 7/1/98 but prior to 1/1/2000.
(Tax-exempt loans during this period use XH)

SJ -   For Stafford loans made on/after 7/1/98 but prior to 1/1/2000 *only* during the in-school, grace and deferment periods.
(Tax-exempt loans during this period use XJ)

SK -   For Stafford loans made on/after 7/1/98 but prior to 1/1/2000 *only* during the repayment and forbearance periods.
(Tax-exempt loans during this period use XK)

SL -   Consolidation loans made on/after 10/1/98 but prior to 1/1/2000.
(Tax-exempt loans during this period use XL)

CA -   Stafford loans made on/after 1/1/2000, *only* during the in-school, grace and deferment periods.
(Tax-exempt loans during this period use XJ)

CB -   Stafford loans made on/after 1/1/2000, *only* during the repayment and forbearance periods.
(Tax-exempt loans during this period use XK)

CC -   Consolidation loans made on/after 1/1/2000.
(Tax-exempt loans during this period use XL)

CD -   PLUS loans made on/after 1/1/2000.
(Tax-exempt loans during this period use XH)